

Accessing and Using the Data Collection & Reporting (DCR) System

Last modified: 6/27/2008

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OVERVIEW

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- Gaining Access to the DMH Data Collection and Reporting System (DCR) – (slide #8)
 - Navigating to the DCR (slide #12)
- Introduction to DCR Messages / Displays (slide #19)
- An Overview of DCR Screens
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 - “Manage Active Partners” (slide #37)
 - “Inactive Partners” (slide #42)
- How to Enter Data
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OVERVIEW (cont.)

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REVIEW: FULL SERVICE PARTNERSHIP (FSP) OUTCOMES ASSESSMENT FORMS

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REVIEW: MHSA FULL SERVICE PARTNERSHIP (FSP) OUTCOMES ASSESSMENT FORMS:

History/Baseline data:

Partnership Assessment Form (PAF) –

Typically completed ONCE, when partnership is established

Follow-Up data:

Key Event Tracking Form (KET) –

Completed when change occurs in key areas

Recall, Educational and Employment Setting questions are “snapshots” and so if there are changes to these questions, you also need to indicate their current status (which includes the new and ongoing statuses).

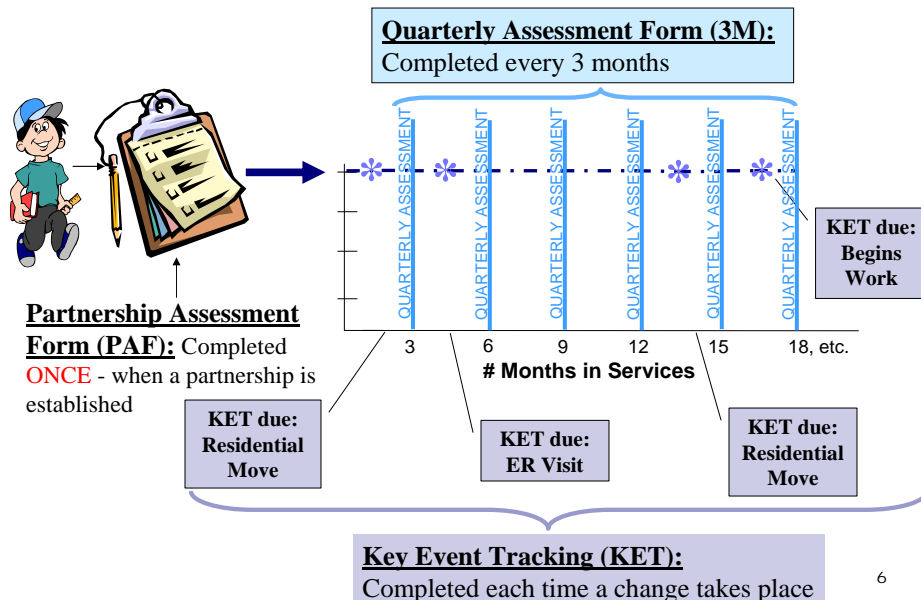
Quarterly Assessment (3M) –

Completed every 3 months from the date the partnership is established


Note: For more information on completing the FSP Outcomes Assessment forms, refer to the “FSP Outcomes Assessment Forms Companion Guide” at <http://www.dmh.ca.gov/POQI/docs/FSPTTrainingLink.asp>

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Timeline: Form Administration



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Counties have two options for reporting FSP Outcomes Assessments data to the DMH Data Collection and Reporting (DCR) Application:

Option 1: Direct on-line key entry (“DCR Counties”)




County uses the DCR to directly key-enter data. **DMH maintains the data system** and makes all updates.

Option 2: Local system data reporting (“XML Counties”)

County collects data using their own technology. County submits data via XML (Extensible Markup Language) to the DCR. **County is responsible for maintaining their own data system** and making all updates.

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ACCESSING THE DMH DATA COLLECTION AND REPORTING SYSTEM (DCR)

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Gaining Access to the DCR

- All security to the DCR is managed through the DMH Information Technology Web Services (ITWS).
- All users who access the DCR MUST be enrolled into the ITWS with permission to access the DCR Application.
- Permission to access the DCR is managed by each county's Approver Designee(s). Approver Designees are typically 1 to 2 county employees who have been authorized by the County Director to coordinate and maintain county user access to the DCR Application.
- Approver Designees have been provided information to assist county users on enrollment into the ITWS. In addition, general guidance is provided at <http://www.dmh.ca.gov/POQI/docs/InstructionalHandoutforUsersRequestingITWSMHSASystemMembership.doc>

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Roles

- Approver Designee(s) assign roles to a user
- Every DCR user must be assigned at least one role
- Roles determine what you can see and do within the DCR
- Each role has the functionality of either:
 - ✓ **Read Only (RO)**
Users can VIEW data but can't make changes to the data.
 - ✓ **Read/Write (RW)**
Users can VIEW data AND can make changes to the data.

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User Profile Screen:

Once your ITWS enrollment has been approved, you should verify your user information, including your assigned group & role(s), from the User Profile Screen. (Log into the ITWS. Go to UTILITIES > USER PROFILE.)

User Profile for MICKEYMOUSE

[View Memberships](#) [Process Log](#) [View Pending Memberships](#) [View Approved Memberships](#)

User Information	
Username: MICKEYMOUSE	Title: Chief Entertainer
First Name, Last Name: Mickey, Mouse	Street: 2345 Disneyland Drive
Email: traci.fujita@dmhca.gov	City/State/ZIP: Disneyland City, CA, 90394
User Type: County Employee	Phone: (805) 555-2435
User Organization: 69 - Test County	Fax:
Enrollment Request Submitted Date: 8/9/2007 11:55:00 AM	Enrollment Request Approved: 8/9/2007 11:57:00 AM by Traci Fujita Sauer
Group for MHSA System: Provider C Group	Roles for MHSA System: <ul style="list-style-type: none">• County Administrator, Read/Write (CA-RW),• Partnership Service Coordinator, Read/Write (PSC-RW)
Modify User Information	

Usage and Access Information	
Last Login: 8/9/2007 11:55:16 AM	Last Password Change Date: 8/9/2007 11:55:00 AM
Last Download: View download log	Last Upload: View upload log

This site is best viewed with Internet Explorer version 5.5 and above.

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Note: If you are a PSC, you MUST be assigned to a PSC role.

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NAVIGATING TO THE DCR

Department of Mental Health - Home Page - Microsoft Internet Explorer

Address: <http://www.dmh.ca.gov/>

**Go to the DMH main page
At: <http://www.dmh.ca.gov>**

CALIFORNIA DEPARTMENT OF MENTAL HEALTH

Home | News & Publications | Jobs | Services | Laws | Providers & Partners | Prop 63

Grants & Bids | Disaster Assistance | Involuntary Detentions | **ITWS** | POQI | Web-Based Data Reports

Welcome to our improved and redesigned Web site! Please complete our [survey](#) to tell us what you think.
Can't find what you need? Use the search box above on the right, or check the [site map](#).

Click on the ITWS link

MENTAL HEALTH SERVICES

Need Services? | Need Insurance? | Disaster Info

- 24-Hour Suicide Prevention Hotline 1-800-SUICIDE (1-800-784-2433)
- 24-Hour Local Crisis Hotlines
- Network of Care for Mental Health Website
- County Mental Health Phone List
- DMH Services & Programs
- Veterans Mental Health Website

REBUILD YOUR LIFE
www.RebuildYourLife.ca.gov
Resources and information about rebuilding your home and life after disaster strikes.

HIGHLIGHTS

Address: <https://mhitws.cahwnet.gov/>

Home | Systems | Information | Enroll | Support | Login

**Welcome to California Department of Mental Health
Information Technology Web Services (ITWS)**

What's New

UPDATED The new California Department of Mental Health (DMH) Online Provider System (OPS) is now available!
Created: 2/26/2007 5:54:00 PM Last Updated: 2/27/2007 10:50:00 AM

allows authorized users to access real-time information about county mental health providers and legal entities. This information includes modes of service and functions for which providers has been Medi-Cal certified.

must be enrolled in ITWS and authorized to access OPS.

those **not** enrolled in ITWS..... Click [here](#) for step by step instructions.

those **already** enrolled in ITWS.... Click [here](#) for step by step instructions.

ational que... ation at 916-654-3117.

ated Aid... c/reference_information.asp

Departme... (DHS) of the addition of Medi-Cal codes... DHS has determined that... with any of these aid codes are... for specialty mental health services assuming all other criteria for the specialty mental health program such as medical necessity are met.

se note that it is recommended Mental Health Plans (MHP's) use whatever eligibility verification practices and procedures MHP currently has in place to verify eligibility for all these aid codes.

not on cash aid, but cash-linked Medi-Cal eligible because the individual has been determined to be eligible for CalWORKs.

ut of State Interstate Compact on Adoption Assistance: AA children from out of state placed in CA

Out of State Interstate Compact: Foster Care children from out of state placed in CA

ITWS Login

Username: **JDoe2**
Password: **XXXXXX**

[Forgot your Username or Password?](#)

Quick Links

- Pre-Enrollment guide
- DMH Approver certification forms
- ADP Approver certification forms
- System enrollment guides
- Contact ITWS (DMH & ADP)
- ITWS QA web site
- Check enrollment status
- Related links
- User computer requirements
- DMH IT mission

Enter your user-specific username and password

Click LOGIN

We encourage everyone to read the Pre-Enrollment Guide and get familiar with the ITWS enrollment process, for users and approvers.

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Information Technology Web Services - Microsoft Internet Explorer

Address: <https://mhhitws.cahwnet.gov/itws/home.asp>

DMH - Department of Mental Health

Click Online Mental Health Services Act (MHSA) sa@dmh.ca.gov

System Messages

Important Information About File Transfers
Created: 4/27/2007 10:37:00 AM

Due to the large volume of files currently being processed on ITWS, response times may take longer than usual. All files, which are uploaded to ITWS, are being queued for processing in the order in which they are received.

If you do not receive a response from ITWS regarding your file processing status within 24 hours then initiate a status inquiry by contacting the ITWS Help Desk at itws@dmh.ca.gov.

Updated Aid Codes Master Char is available on ITWS
Created: 1/31/2007 2:58:00 PM Last Updated: 1/31/2007 3:00:00 PM

Updated Aid Codes Master Char is available on ITWS, at <https://mhhitws.cahwnet.gov/docs>

The Department of Mental Health (DMH) has been informed by the Department of Health Services (DHS) that beneficiaries with these aid codes are eligible for full scope Medi-Cal benefits. Thus beneficiaries with any of these aid codes are eligible for specialty mental health services assuming all other criteria for the specialty mental health program such as medical necessity are met.

Please note that it is recommended Mental Health Plans (MHP's) use whatever eligibility verification practices and procedures the MHP currently has in place to verify eligibility for all these aid codes.

3D: Not on cash aid, but cash-linked Medi-Cal eligible because the individual has been determined to be eligible for CalWORKs.

06 Out of State Interstate Compact on Adoption Assistance: AA children from out of state placed in CA

46: Out of State Interstate Compact: Foster Care children from out of state placed in CA

65: As of Fall 2005 aid code exclusively used for eligible evacuees of hurricane Katrina.

Quick Links

In order to ensure the intended site navigation, the Quick Links interface has been discontinued, effective 09/07/2007. To navigate to a system function, select the corresponding system from the "Systems" menu and select the function from the Functions menu.

Example2:
To access Disallow Claim System
Step1: select "Short-Doyle/Medi-Cal Claims - EOB (for DMH)" from the Systems menu
Step2: select "Disallow Claim System" from the Functions menu

Click on SYSTEMS

Select MENTAL HEALTH SERVICES ACT (MHSA)

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Mental Health Services Act (MHSA) - Microsoft Internet Explorer

Address: https://mhhitws.cahwnet.gov/itws/system_messages.asp?SysID=40

DMH - Department of Mental Health

Click Online Mental Health Services Act (MHSA) sa@dmh.ca.gov

System Messages

No New Messages
Created: 9/13/2007 9:53:49 AM
There are currently no New Messages

This site is best viewed with Internet Explorer version 5.5 and above.

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Click on FUNCTIONS

Select DCR APPLICATION

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Security Alert

X

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

- The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
- The security certificate date is valid.
- The name on the security certificate is invalid or does not match the name of the site

Do you want to proceed?

- Read the Security Alert (if applicable)
- Click YES to proceed

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You are now logged into the DCR. This is the DCR Home screen.

Department of Mental Health
 MHSA Data Collection and Reporting

Mickey Mouse
 County: DMH

[Home](#)
[Partnerships](#)
[Transfers](#)
[Admin](#)
[Help](#)

[TWS Home](#)
[Log out](#)

Search for

Last Name
▼
(Go)

DCR Home

System Messages

Message	From	Date
The system is ready for Demo.	DMH	9/11/2006

Pending Partnership Assessment Form(s)

[View All](#)

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name
Bunny, Bugs			83	04/08/2007	Mickey Mouse
Duck, Donald	034343434		30	05/15/2007	Peter Parker
Flintstone, Fred	021212121		39	06/04/2007	Daisy Duck
Kent, Clark			49	05/14/2007	Peter Parker
Martian, Marvin			45	07/02/2007	Mickey Mouse

1 2 3 [Next](#) Page 1 of 3

30 Day Key Event Notification(s)

[View All](#)

Partner Name	CSI CCN	County FSP ID	Age	Key Event Date	Reason	Total Days	Coordinator Name
Bunny, Bugs			83	4/24/2007	Acute Medical Hospital	107	Mickey Mouse

Session time-out in 19 minutes 50 seconds.

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INTRODUCTION TO DCR MESSAGES / DISPLAYS

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Users with Read Only functionality will be able to VIEW assessment information but CANNOT make any changes to the data.

Department of Mental Health MHSA Data Collection and Reporting

Traci Fujita
County: DMH

Home Partnerships Admin Help

ITWS Home Log out

Search for

Last Name Go

Update Existing PAF

FULL SERVICE PARTNERSHIP
Transition Age Youth Partnership Assessment Form
FOR AGES 16-25 YEARS

Expand all Domains

Clear Domain

Microsoft Internet Explorer

You have read-only access. You can only view assessments. Any changes you make will NOT be saved.

OK

County: CSI Co
County:

Partner's First Name: Bobby *

Partner's Last Name: Brady *

Partnership Date (mm/dd/yyyy): 04/04/2006 *

Partner's Date of Birth (mm/dd/yyyy): 04/01/1985 *

Who referred the partner? (mark one)

☐ Self

☐ Family Member (e.g., parent, guardian, sibling, aunt, uncle, grandparent)

☐ Significant Other (e.g., boyfriend / girlfriend, spouse)

☐ Emergency Room

☐ Mental Health Facility / Community Agency

☐ Social Services Agency

☐ Homeless Shelter

☐ Street Outreach

☐ Juvenile Hall / Camp / Ranch / Division of Juvenile Justice

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Data Collection and Reports - Microsoft Internet Explorer

Address: <https://mhhitws.cahwnet.gov/itws/MHSA/DCR/default.aspx>

Department of Mental Health MHSA Data Collection and Reporting

Traci Fujita
County: DMH

Home Partnerships

Search for:

Last Name

CCN / FSP

DCR Home

To search for a Partner in the "Search for" box, use the drop-down list to indicate the search criteria:

- Partner's last name
- CCN / County FSP ID

System Messages

Message	From	Date
New Release of DCR - here are the changes	DMH	9/12/2007
The system is ready for Demo.	DMH	9/11/2006

Pending Partnership Assessment Form(s) [View All](#)

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name
Brady, Bobby			22	04/04/2006	Thong Pham
Brady, Jan			7	04/01/2006	Thong Pham
Brady, Greg			32	04/26/2007	Thong Pham
Brady, Cindy			17	04/26/2007	Vishvakraj Palanisamy
Bunny, Bugs			83	04/08/2007	Mickey Mouse

1 2 3 4 [Next](#) Page 1 of 4

Click on any underlined heading in any table to sort the displayed information.

Session time-out in 19 minutes 38 seconds.

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Address: <https://mhhitws.cahwnet.gov/itws/MHSA/DCR/default.aspx>

Department of Mental Health MHSA Data Collection and Reporting

Traci Fujita
County: DMH

Home Partnerships Transfers Admin Help

ITWS Home [Log out](#)

Search for:

Last Name

DCR Home

System Messages

Message	From	Date
New Release of DCR - here are the changes	DMH	9/12/2007
The system is ready for Demo.	DMH	9/11/2006

Pending Partnership Assessment Form(s) [View All](#)

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name
Brady, Bobby			22	04/04/2006	Thong Pham
Brady, Jan			7	04/01/2006	Thong Pham
Brady, Greg			32	04/26/2007	Thong Pham
Brady, Cindy			17	04/26/2007	Vishvakraj Palanisamy
Bunny, Bugs			83	04/08/2007	Mickey Mouse

1 2 3 4 [Next](#) Page 1 of 4

30 Day Key Event Notification(s)

All tables are collapsed. Click on individual page numbers, "Next" or "Last" (not shown) to see additional data. OR....

Click on VIEW ALL to see a larger view of the table.

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action and Reports - Microsoft Internet Explorer

View Favorites Tools Help

https://mhhtwst1/bws/mhsa/dcr/_FSP/PAF.aspx

Facility / Agency

☐ School
☐ Primary Care / Medical Office
☐ Faith-based Organization
☐ Other County / Community Agency
☐ Acute Psychiatric / State Hospital
☐ Other

[ADMINISTRATIVE INFORMATION](#)
[RESIDENTIAL INFORMATION - includes hospitalization and incarceration](#)
[EDUCATION](#)
[EMPLOYMENT](#)
[SOURCES OF FINANCIAL SUPPORT](#)
[LEGAL ISSUES / DESIGNATIONS](#)
[EMERGENCY INTERVENTION](#)
[HEALTH STATUS](#)
[SUBSTANCE ABUSE](#)
[COUNTY USE QUESTIONS](#)

Submit Cancel

Expand all Domains

Local intranet

Within forms, domain headings will be collapsed. You can expand a domain by clicking on each domain heading. Or . . .

You can also click on the “Expand all Domains” link at the top and bottom of the screen to expand all domains at once.

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action and Reports - Microsoft Internet Explorer

View Favorites Tools Help

https://mhhtwst1/bws/mhsa/dcr/_FSP/PAF.aspx

[RESIDENTIAL INFORMATION - includes hospitalization and incarceration](#)

Clear Domain

SETTING	TONIGHT (as of 11:59 p.m. the day BEFORE partnership)	DURING THE PAST 12 MONTHS INDICATE THE TOTAL # OCCURRENCES	DURING THE PAST 12 MONTHS INDICATE THE TOTAL # DAYS (must = 305 days)	PRIOR TO THE LAST 12 MONTHS (mark all that apply)
GENERAL LIVING ARRANGEMENT In an apartment or house alone / with spouse / partner / minor children / other dependents / roommate – must hold lease or share rent / mortgage With one or both biological / adoptive parents With adult family member(s) other than parents Single Room Occupancy (must hold lease)				
SHELTER / HOMELESS Emergency Shelter / Temporary Housing (includes people living friends but paying no rent) Homeless (includes people living in their cars)				
SUPERVISED PLACEMENT Unlicensed but supervised individual placement (includes paid caretakers, personal care attendants) Assisted Living Facility Unlicensed but supervised congregate placement (includes group home)				

Log-out in 16 minutes 13 seconds.

Local intranet

If you make a small mistake, go back and correct the error(s) OR, if you made mistakes throughout the domain, click on the “Clear Domain” link at the top of each domain to ERASE the data entered for that ENTIRE domain.

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Address: https://mhitws.cahwinet.gov/tws/MHSA/DCR/default.aspx

Department of Mental Health MHSA Data Collection and Reporting

Traci Fujita
County: DMH

Home Partnerships Transfers Admin Help [ITWS Home](#) [Log out](#)

Search for:

DCR Home

System Messages

Message	From	Date
New Release of DCR - here are the changes	DMH	9/12/2007
The system is ready for Demo.	DMH	9/11/2006

Pending Partnership Assessment

Partner Name	CSI CCN	County
Brady, Bobby		
Brady, Jan		
Brady, Greg		
Brady, Cindy		
Bunny, Bugs		

30 Day Key Event Notification(s)

Partner	CSI CCN	County

Session time-out in 17 minutes 13 seconds.

The left corner of your screen will indicate a timer. The DCR will "time-out" in 20 minutes if there is no activity. (Typing data is NOT "activity.")

"Activity" = saving/submitting data, generating a form, changing screens, searching for partners, sorting records, etc.

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DCR Renew Session...

Your session will end in
4 minutes 16 seconds.
Renew your session?

When the DCR is close to timing out, a five-minute countdown will be displayed. Click "Yes" to restart the 20-minute timer.

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ction and Reports - Microsoft Internet Explorer

ew Favorites Tools Help

ps://mhhtwst1/tws/mhsa/dcr/PAF.aspx

Partner's Date of Birth (mm/dd/yyyy) 9/17/1963

Who referred the partner? (mark one)

☐ Self
☐ Family Member (e.g., parent, guardian, sibling, aunt, uncle, grandparent, child)
☐ Significant Other (e.g., boyfriend / girlfriend, spouse)
☐ Friend / Neighbor (i.e., unrelated other)
☐ School
☐ Primary Care / Medical Office

☐ Emergency Room
☐ Mental Health Facility / Community Agency
☐ Social Services Agency
☐ Substance Abuse Treatment Facility / Agency
☐ Faith-based Organization
☐ Other County / Community Agency

☐ Homeless Shelter
☒ Street Outreach
☐ Jail / Prison
☐ Acute Psychiatric / State Hospital
☐ Other

[ADMINISTRATIVE INFORMATION](#)

[Clear Domain](#)

PARTNERSHIP STATUS

Provider Number 50AJ *

Full Service Partnership Program ID FS02, Juvenile Justice Full Service Partnership *

Partnership Service Coordinator ID User2, MHSa *

[Save and Continue](#)

Local intranet 27

“DCR HOME”

- First screen you see when you enter the DCR
- Also accessible using the menu by clicking “Home”>“DCR Home”

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DCR Home Screen:

Address: <https://mhhitws.cahwnet.gov/itws/MHSA/DCR/default.aspx>

Department of Mental Health MHSA Data Collection and Reporting

Mickey Mouse
County: DMH

Home Partnerships Transfers Admin Help [ITWS Home](#) [Log out](#)

Search for
Last Name

DCR Home

System Messages

Message	From	Date
The system is ready for Demo.	DMH	9/11/2006

Pending Partnership Assessment Form(s)

[View All](#)

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name
Bunny, Bugs			83	04/08/2007	Mickey Mouse
Duck, Donald	034343434		30	05/15/2007	Peter Parker
Flintstone, Fred	021212121		39	06/04/2007	Daisy Duck
Kent, Clark			49	05/14/2007	Peter Parker
Martian, Marvin			45	07/02/2007	Mickey Mouse

1 2 3 [Next](#) Page 1 of 3

30 Day Key Event Notification(s)

[View All](#)

Partner Name	CSI CCN	County FSP ID	Age	Key Event Date	Reason	Total Days	Coordinator Name
Bunny, Bugs			83	4/24/2007	Acute Medical Hospital	107	Mickey Mouse

Session time-out in 14 minutes 27 seconds.

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DCR Home Screen: (cont.)

Address: <https://mhhitws.cahwnet.gov/itws/MHSA/DCR/default.aspx>

Department of Mental Health MHSA Data Collection and Reporting

Mickey Mouse
County: DMH

Home Partnerships Transfers Admin Help [ITWS Home](#) [Log out](#)

Search for
Last Name

DCR Home

System Messages

Message	From	Date
The system is ready for Demo.	DMH	9/11/2006

Pending Partnership Assessment Form(s)

[View All](#)

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name
Bunny, Bugs			83	04/08/2007	Mickey Mouse
Duck, Donald	034343434		30	05/15/2007	Peter Parker
Flintstone, Fred	021212121		39	06/04/2007	Daisy Duck
Kent, Clark			49	05/14/2007	Peter Parker
Martian, Marvin			45	07/02/2007	Mickey Mouse

1 2 3 [Next](#) Page 1 of 3

30 Day Key Event Notification(s)

[View All](#)

Partner Name	CSI CCN	County FSP ID	Age	Key Event Date	Reason	Total Days	Coordinator Name
Bunny, Bugs			83	4/24/2007	Acute Medical Hospital	107	Mickey Mouse

Session time-out in 14 minutes 27 seconds.

30

Indicates the following information:

- User's Name
- County for which you are submitting data

DCR Home Screen: (cont.)

Department of Mental Health MHSA Data Collection and Reporting

Mickey Mouse
County: DMH

Home Partnerships Transfers Admin Help

ITWS Home Log out

Search for

Last Name Go

DCR Home

System Messages

Message	From	Date
The system is ready for Demo.	DMH	9/11/2006

System Messages

- Displays messages from DMH
- Displays messages from County Administrators

Only users who are assigned a role of County Administrator (RW) are able to post system messages for their county.

Note: If there is a critical message, it is recommended that the county use alternative methods to inform staff since staff must be logged into the DCR in order to read the messages.

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Home Partnerships Admin Help

ITWS Home Log out

System Messages

Message	From	Date
New DCR training	DMH	5/16/2006
State Launches Web Site For People With Mental Illness, Their Families And Service Providers	DMH	5/16/2006

Click on the message link to view / print the message.

The message will be displayed in a separate window.

https://mhhitws.cahwnet.gov - Data Collection and Reports - Micros...

The California Department of Mental Health
DMH-POQI
New DCR Training

There is a new DCR Training scheduled for May 31, 2007.

Close Window Print

Done Internet 32

DCR Home Screen: (cont.)

home

Pending Partnership Assessment Form(s) [View All](#)

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name
Doe, Jane	123456789		25	02/15/2005	Dev Garg
Donald, Duck	456789100		43	01/20/2007	Dev Garg
Duck, Daisy	345678912		61	05/01/2006	Dev Garg
Duck, Daffy	Missing		60	03/14/2007	MHSA User2

Pending Partnership Assessment Form(s)

Displays all PAFs for partners in your group that are not yet complete (i.e., information is missing/incorrect).

- If you have an RW role, you may click on the partner's name to enter additional PAF data.
- If you have an RO role, you may click on the partner's name to view the incomplete PAF.

Once a PAF is complete, the partner's name will disappear from the 'Pending Partnership Assessment Form(s)' table.

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DCR Home Screen: (cont.)

30 Day Key Event Notification(s)

Partner Name	CSI CCN	County FSP ID	Age	Key Event Date	Reason	Total Days	CoordinatorName
Doe, Jane	123456789		25	2/28/2007	Juvenile Hall / Camp / Ranch	44	Dev Garg
Donald, Duck	456789100		43	1/20/2007	Jail	83	Dev Garg
Duck, Daisy	345678912		61	5/1/2006	State Psychiatric Hospital	347	Dev Garg

30 Day Key Event Notification(s)

Displays all KETs for partners in your group that have been in one of the following residential settings for 30 days or longer:

- Emergency Shelter / Temporary Housing
- Homeless
- Acute Medical Hospital
- Acute Psychiatric Hospital / Psychiatric Health Facility
- State Psychiatric Hospital
- Juvenile Hall / Camp / Ranch
- Division of Juvenile Justice
- Jail

Both RW and RO users may click on the partner's name to view the original KET that generated the notification.

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DCR Home Screen: (cont.)

30 Day Key Event Notification(s)

Partner Name	CSI CCN	County FSP ID	Age	Key Event Date	Reason	Total Days	CoordinatorName
Doe, Jane	123456789		25	2/28/2007	Juvenile Hall / Camp / Ranch	44	Dev Garg
Donald, Duck	456789100		43	1/20/2007	Jail	83	Dev Garg
Duck, Daisy	345678912		61	5/1/2006	State Psychiatric Hospital	347	Dev Garg

[View All](#)

30 Day Key Event Notification(s), continued...

- Ignore the notification if the FSP's residential status has not changed.
- If the residential status has changed, a KET must be completed indicating the date of the residential change, as well as the new residential status.
 - To update the KET with the FSP's **NEW** Residential Information, a **NEW** KET must be completed.
(This will be covered in a later section, called "Entering a Key Event Tracking (KET) Form.")

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DCR Home Screen: (cont.)

Quarterly Assessment(s) Due

Partner Name	CSI CCN	County FSP ID	Age	Due Date	Days Past Due	Coordinator Name
Brady, Jan			7	10/1/2007	0	Thong Pham
Flintstone, Fred	021212121		39	9/4/2007	13	Daisy Duck
Martian, Marvin			45	10/2/2007	0	Mickey Mouse
Sam, Jackie			81	9/1/2007	16	Vishvakraj Palanisamy
Sawyer, Tom			51	10/1/2007	0	MHSA ADMIN

[View All](#)

1 2 [Next](#) Page 1 of 2

Quarterly Assessment(s) Due

Displays Quarterly Assessments that are due for partners in your group.

- Notifications will appear 15 days prior and 30 days after the FSP's Quarterly Assessment due date.
 - If you have an RW role, you may click on the partner's name to enter Quarterly Assessment data.
 - If you have an RO role, you will not be allowed to enter any data.

Note: The Quarterly Assessment information must be collected within this 45-day window, however, data entry may still occur after this 45-day window has passed.

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“MANAGE ACTIVE PARTNERS”

- Accessible by clicking on the menu “Partnerships”>“Manage Active Partners”

37

Manage Active Partners:

Displays all active partners that belong to your group.

Department of Mental Health
MHSA Data Collection and Reporting

Mickey Mouse
County: DMH

Home Partnerships Transfers Admin Help

Search for

Last Name Go

Manage Active Partners

ACTIVE Full Service Partners

Partner Name	CSLCCN	County.FSP.ID	Age	Partnership Date	Coordinator Name	Status
Bunny, Bugs			83	04/08/2007	Mickey Mouse	Pending
Duck, Donald	034343434		30	05/15/2007	Peter Parker	Pending
Flintstone, Fred	021212121		39	06/04/2007	Daisy Duck	Pending
Kent, Clark			49	05/14/2007	Peter Parker	Pending
Martian, Marvin			45	07/02/2007	Mickey Mouse	Pending
Mouse, Mickey	123456789		62	04/03/2007	MHSA ADMIN	Pending
Simpson, Homer	727272727		41	10/24/2006	Daisy Duck	Pending
Simpson, Maggie	009090909		25	04/15/2007	Peter Parker	Pending
Simpson, Lisa			8	11/15/2006	Peter Parker	Pending
Smith, Suzie			42	07/02/2007	Daisy Duck	Pending

1 2 Next Page 1 of 2

Indicates the PSC assigned to the Partner.

Indicates which Partner's PAF forms are not complete.

Session time-out in: 19 minutes 56 seconds.

38

Manage Active Partners: (cont.)

Click on a partner's name to view his/her assessment history

Search for:

ACTIVE Full Service Partners

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name	Status
Sawyer, Tom			51	01/01/2005	MHSA ADMIN	Pending
Sam, Jackie			81	03/01/2006	Vishvakraj Palanisamy	Pending
Brady, Jan			7	04/01/2006	Thong Pham	Pending
Brady, Bobby			22	04/04/2006	Thong Pham	Pending
Smith, Tom			51	09/05/2006	Peter Parker	Pending
Simpson, Homer	727272727		41	10/24/2006	Daisy Duck	Pending
Simpson, Lisa			8	11/15/2006	Peter Parker	Pending
King, Jackson			0	01/20/2007	Vishvakraj Palanisamy	Pending
Duck, Donald			19	02/02/2007	Aftab Khan	Pending
Mouse, Mickey	123456789		62	04/03/2007	MHSA ADMIN	Pending

1 2 3 Next Page 1 of 3

Outcomes Assessments for: Tom Sawyer

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
01/01/2005 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 10/01/2007	Days Past Due: 0
	KET HISTORY 08/14/2007 07/16/2007 07/09/2007 03/01/2007	QUARTERLY HISTORY 07/10/2007 04/25/2007 01/01/2007 (missing) 10/01/2006 (missing) 07/11/2006	

Session time-out in: 19 minutes 36 seconds

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Manage Active Partners: (cont.)

Search for:

ACTIVE Full Service Partners

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name	Status
Sawyer, Tom			51	01/01/2005	MHSA ADMIN	Pending
Sam, Jackie			81	03/01/2006	Vishvakraj Palanisamy	Pending
Brady, Jan			7	04/01/2006	Thong Pham	Pending
Brady, Bobby			22	04/04/2006	Thong Pham	Pending
Smith, Tom						
Simpson, Homer	727272727					
Simpson, Lisa						
King, Jackson			0	01/20/2007	Vishvakraj Palanisamy	Pending
Duck, Donald			19	02/02/2007	Aftab Khan	Pending
Mouse, Mickey	123456789		62	04/03/2007	MHSA ADMIN	Pending

1 2 3 Next Page 1 of 3

Outcomes Assessments for: Tom Sawyer

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
01/01/2005 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 10/01/2007	Days Past Due: 0
	KET HISTORY 08/14/2007 07/16/2007 07/09/2007 03/01/2007	QUARTERLY HISTORY 07/10/2007 04/25/2007 01/01/2007 (missing) 10/01/2006 (missing) 07/11/2006	

Session time-out in: 19 minutes 36 seconds

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Manage Active Partners: (cont.)

Address: https://mhhitbws.cahwnet.gov/tbws/MHSA/DCR/_FSP/Partnerships.aspx

Search for: Last Name

Manage Active Partners

ACTIVE Full Service Partners

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name	Status
Sawyer, Tom			51	01/01/2005	MHSA ADMIN	Pending
Sam, Jackie			81	03/01/2006	Vishvakraj Palanisamy	Pending
Brady, Jan						
Brady, Bobby						
Smith, Tom						
Simpson, Homer	727272727					
Simpson, Lisa						
King, Jackson						
Duck, Donald						
Mouse, Mickey	123456789					

1 2 3 Next Page 1 of 3

Outcomes Assessments for: Tom Sawyer

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
01/01/2005 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 10/01/2007	Days Past Due: 0
	KET HISTORY 08/14/2007 07/18/2007 07/09/2007 03/01/2007	QUARTERLY HISTORY 07/10/2007 04/25/2007 01/01/2007 (missing) 10/01/2006 (missing) 07/11/2006	

Session time-out in: 19 minutes 36 seconds

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“INACTIVE PARTNERS”

- Accessible by clicking on the menu “Partnerships”>“Inactive Partners”

Inactive Partners Screen: Displays all INACTIVE partners that belong to your group.

Department of Mental Health
MHSA Data Collection and Reporting

Mickey Mouse
County: DMH

Home Partnerships Transfers Admin Help

Search for
Last Name Go

Inactive Partners

INACTIVE Full Service Partners

Clear Search

Partner Name	CSI CCN	County FSP ID	Partnership Date	Age	Date Inactive	Coordinator Name
Duck, Daffy			07/10/2007	84	07/14/2007	Daisy Duck
Simpson, Bart			07/05/2007	18	07/21/2007	Daisy Duck

Session time-out in 19 minutes 57 seconds.

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Inactive Partners Screen: (cont.)

Department of Mental Health
MHSA Data Collection and Reporting

Mickey Mouse
County: DMH

Home Partnerships Transfers Admin Help

Search for
Last Name Go

Inactive Partners

INACTIVE Full Service Partners

Clear Search

Partner Name	CSI CCN	County FSP ID	Partnership Date	Age	Date Inactive	Coordinator Name
Duck, Daffy			07/10/2007	84	07/14/2007	Daisy Duck
Simpson, Bart			07/05/2007	18	07/21/2007	Daisy Duck

Outcomes Assessments for: **Bart Simpson**

Date to Reactivate Reactivate

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS
PAF HISTORY 07/05/2007	KEY EVENT TRACKING View Current KET Status	QUARTERLY HISTORY N/A

Click on an inactive partner's name to view his/her assessment history and / or to reactivate the partner.

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ENTERING A PARTNER FOR THE FIRST TIME

Note: A partner's PAF form must be key-entered into the DCR BEFORE other assessments can be added.

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Department of Mental Health
MHS Data Collection and Reporting

Mickey Mouse
County: DMH

Search for
Last Name

DCR Home

Home Partnerships Transfers Admin Help

Add New Partner (PAF)

Sy: Manage Active Partners

Mess: Inactive Partners

The system is ready for Demo.

From DMH Date 9/11/2006

Pending Partnership Assessment Form(s) [View All](#)

Partner Name	CSI CCN	County ESP ID	Age	Partnership Date	Coordinator Name
Bunny Bugs			63	04/08/2007	Mickey Mouse
Duck, Donald	034343434		30	05/15/2007	Peter Parker
Flintstone, Fred	021212121		39	06/04/2007	Daisy Duck
Kent Clark			49	05/14/2007	Peter Parker

Adding a new partner:

- Go to the PARTNERSHIPS menu option
- Select “Add New Partner (PAF)”

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Data Collection and Reports - Microsoft Internet Explorer

Address: https://mhhitws.cahwnet.gov/itws/MHSA/DCR/_FSP/PAF.aspx

Department of Mental Health MHSA Data Collection and Reporting

Traci Fujita
County: DMH

[Home](#) [Partnerships](#) [Transfers](#) [Admin](#) [Help](#) [ITWS Home](#) [Log out](#)

Search for:
Last Name

Add New Partner (PAF)

Enter New Partner

Enter Partner's Date of Birth (mm/dd/yyyy)

Enter Partnership Date (mm/dd/yyyy)

Adding a new partner:

- Key-enter the Partner's Date of Birth (format: mm/dd/yyyy)

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Data Collection and Reports - Microsoft Internet Explorer

Address: https://mhhitws.cahwnet.gov/itws/MHSA/DCR/_FSP/PAF.aspx

Department of Mental Health MHSA Data Collection and Reporting

Traci Fujita
County: DMH

[Home](#) [Partnerships](#) [Transfers](#) [Admin](#) [Help](#) [ITWS Home](#) [Log out](#)

Search for:
Last Name

Add New Partner (PAF)

Enter New Partner

Enter Partner's Date of Birth (mm/dd/yyyy)

Enter Partnership Date (mm/dd/yyyy)

Adding a new partner:

- Enter the Partnership Date by clicking on the calendar icon next to the "Partnership Date" field

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File Edit View Favorites Tools Help

Address: https://mhhitws.cahwnet.gov/itws/MHSA/DCR/_FSP/PAF.aspx

Department of Mental Health MHSA Data Collection and Reporting

Traci Fujita
County: DMH

Home Partnerships Transfers Admin Help

ITWS Home Log out

Search for

Last Name Go

Add New Partner (PAF)

Enter New Partner

Enter Partner's Date of Birth (mm/dd/yyyy) 01/24/1989

Enter Partnership Date (mm/dd/yyyy)

September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Wednesday, September 12, 2007

Session time-out in 19 minutes 23 seconds.

Internet 49

Adding a new partner:

- Enter the Partnership Date

September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Wednesday, September 12, 2007

January
February
March
April
May
June
July
August
September
October
November
December

Click on the arrow to select the MONTH the partnership was established.

Click on the arrow to select the YEAR the partnership was established (if necessary).

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September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Wednesday, September 12, 2007

Click on the actual DAY the partnership was established.

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Department of Mental Health
MHSa Data Collection and Reporting

Traci Fujita
County: DMH

Home Partnerships Transfers Admin Help

Search for:

Add New Partner (PAF)

Enter New Partner

Enter Partner's Date of Birth (mm/dd/yyyy)

Enter Partnership Date (mm/dd/yyyy)

IMPORTANT!
Confirm that the correct dates were entered for the FSP. If incorrect, retype the dates or go into the calendar to make corrections. The DCR will select the appropriate form based on the FSP's date of birth and partnership date that was just entered.

If dates are correct, click "Get Form"

52

Notice that the age-appropriate PAF was created.

Department of Mental Health
MHA Data Collection and Reporting

Home Partnerships Transfers Admin Help

ITWS Home Log out

FULL SERVICE PARTNERSHIP
Transition Age Youth Partnership Assessment Form
FOR AGES 16-25 YEARS

Expand all Domains

CLEAR Domain

PARTNERSHIP INFORMATION

County DMH *

CSI County Client Number (CCN) *

County Partner ID (optional) *

Partner's First Name *

Partner's Last Name *

Partnership Date (mm/dd/yyyy) 9/11/2007 *

Partner's Date of Birth (mm/dd/yyyy) 1/24/1989 *

Who referred the partner? (mark one)

☐ Self

☐ Family Member (e.g., parent, aunt, uncle, grandparent)

☐ Significant Other (e.g., boyfriend, spouse)

Items marked with a RED asterisk (*) are required in order to save the PAF with, at least, a status of "Pending."

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s.cahwnet.gov/itws/MHSA/DCR/_FSP/PAF.aspx

Department of Mental Health
MHA Data Collection and Reporting

Home Partnerships Transfers Admin Help

ITWS Home Log out

FULL SERVICE PARTNERSHIP
Transition Age Youth Partnership Assessment Form
FOR AGES 16-25 YEARS

Expand all Domains

CLEAR Domain

PARTNERSHIP INFORMATION

County DMH

CSI County Client Number (CCN) 541294811 CSI # did not match our records

County Partner ID (optional)

Partner's First Name Mike

Partner's Last Name

The DCR will notify you if the CSI number you entered matches our records. If it doesn't, verify that the number you entered is correct. If the number is correct, then our records may not have been updated yet. (There may be a lag between when a county generates a CCN and when that number is reported to DMH.) The system will accept the number if a match is not found.

54

In the Residential Information section, as the total number of days in each residential setting is entered, a counter in the “Unknown” field displays the number of days that have not been accounted for. (Recall, the total number of days must equal 365 days.)

Aggregate placement (includes group homes)	<input type="radio"/>	<input type="radio"/>	2	52	<input type="checkbox"/>
Facility (Board and Care)	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
Psychiatric Health Facility (PHF)	<input type="radio"/>	<input type="radio"/>	3	17	<input type="checkbox"/>
Residential treatment (includes crisis, short-term, dual diagnosis residential)	<input type="radio"/>	<input type="radio"/>	1	5	<input type="checkbox"/>
Residential (Psychiatric)	<input type="radio"/>	<input type="radio"/>	1	13	<input type="checkbox"/>
Residential (Institution for Mental Disease, Institution Center (MHRC))	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
Prison	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
OTHER	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
Other	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
Unknown	<input type="radio"/>	<input type="radio"/>		278	<input type="checkbox"/>

[Save and Continue](#)

[EDUCATION](#)

Session time-out in: 18 minutes 6 seconds.

Internet 55

Microsoft Internet Explorer

Tools Help

Search Favorites Go Links

vs/mhca/dcr/_FSP/PAF.aspx

Legally Reunited with partner:

Adopted out:

[Save and Continue](#)

[EMERGENCY INTERVENTION](#)

[Clear Domain](#)

Please indicate the number of emergency interventions (e.g., emergency room visit, crisis stabilization unit) the partner had DURING THE PAST 12 MONTHS that were:

Physical Health Related

Mental Health / Substance Abuse Related

[Save and Continue](#)

[HEALTH STATUS](#)

[Clear Domain](#)

Does the partner have a primary care physician CURRENTLY? ☒ Yes ☐ No

Did the partner have a primary care physician DURING THE PAST 12 MONTHS? ☒ Yes ☐ No

[Save and Continue](#)

[SUBSTANCE ABUSE](#)

[Clear Domain](#)

In the opinion of the partnership service coordinator, has the partner ever had a co-occurring mental illness and substance use problem?

In the opinion of the partnership service coordinator, does the partner CURRENTLY have a co-occurring mental illness and substance use problem?

Is the partner CURRENTLY receiving substance abuse services?

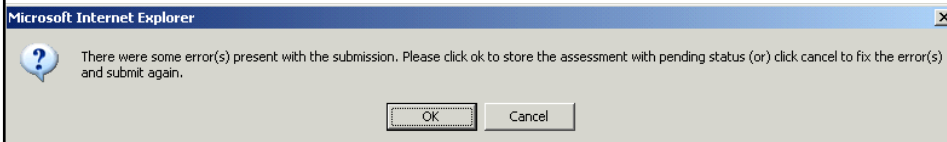
[Save and Continue](#)

[SUBSTANCE ABUSE QUESTIONS](#)

When you have finished entering data click on the “Submit” button to save all of your work into the DCR.

Local Intranet 56

If the PAF form you are trying to SAVE/SUBMIT is not complete, you will receive the following message:



“OK” = PAF will be saved with a “Pending” status

“Cancel” = Will allow you to go back to the PAF and look at the Validation Report

57

Partnership Date (mm/dd/yyyy) 02/22/2007

Partner's Date of Birth (mm/dd/yyyy) 09/20/1988

Who referred the partner? (mark one)

<input type="radio"/> Self	<input type="radio"/> Emergency Room	<input type="radio"/> Homeless Shelter
<input type="radio"/> Family Member (e.g., parent, guardian, sibling, aunt, uncle, grandparent)	<input type="radio"/> Mental Health Facility / Community Agency	<input type="radio"/> Street Outreach
<input type="radio"/> Significant Other (e.g., boyfriend / girlfriend, spouse)	<input type="radio"/> Social Services Agency	<input type="radio"/> Juvenile Hall / Camp / Ranch / Division of Juvenile Justice
<input type="radio"/> Friend / Neighbor (i.e., unrelated other)	<input type="radio"/> Substance Abuse Treatment Facility / Agency	<input type="radio"/> Jail / Prison
<input type="radio"/> School	<input type="radio"/> Faith-based Organization	<input type="radio"/> Acute Psychiatric / State Hospital
<input type="radio"/> Primary Care / Medical Office	<input type="radio"/> Other County / Community Agency	<input type="radio"/> Other

[ADMINISTRATIVE INFORMATION](#)
[RESIDENTIAL INFORMATION - includes hospitalization and incarceration](#)
[EDUCATION](#)
[EMPLOYMENT](#)
[SOURCES OF FINANCIAL SUPPORT](#)
[LEGAL ISSUES / DESIGNATIONS](#)
[EMERGENCY INTERVENTION](#)
[HEALTH STATUS](#)
[SUBSTANCE ABUSE](#)
[COUNTY USE QUESTIONS](#)

Submit Cancel Print Form

[Click here for Validation Report](#)

Click on the link to access the Validation Report.
(The Validation Report is also available from the “Manage Active Partner’s” screen.)

Domains

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Sample Validation Report. Indicates missing/incorrect information. (Keep in mind, generally all questions that are not conditional require some type of response. This report will tell you which questions need to be answered before the PAF can be considered "Complete.")

[Print](#) [Close](#)

Validation Report

Following required fields were missing / Errors were encountered for **Bart, Simpson**

Partnership Information

- CSI # did not match our records (or) CSI # is blank

Education

- Highest level of education completed:
- Is the partner CURRENTLY receiving special education due to serious emotional disturbance?
- Is the partner CURRENTLY receiving special education due to another reason?
- You have not made entries to either of the sections "Required by law to attend school" and "Not Required by law to attend school". Please answer all the questions in one of these sections

Employment

- Please select at least one employment status for During the past 12 months
- Please select at least one employment status for Current employment
- Does one of the partner's current recovery goals include any kind of employment at this time?

Sources of Financial Support

- Please select at least one source of financial support during the past 12 months
- Please select at least one source of financial support currently

Legal Issues/Designations

- Indicate the number of times the partner was arrested DURING THE PAST 12 MONTHS:
- Was the partner arrested anytime PRIOR TO THE LAST 12 MONTHS?

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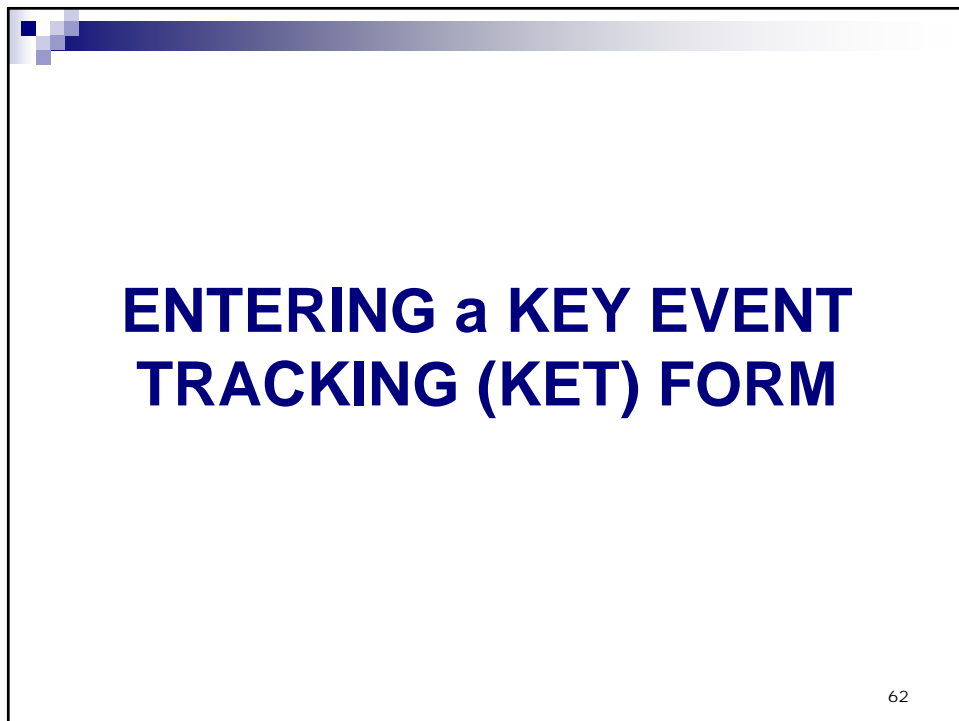
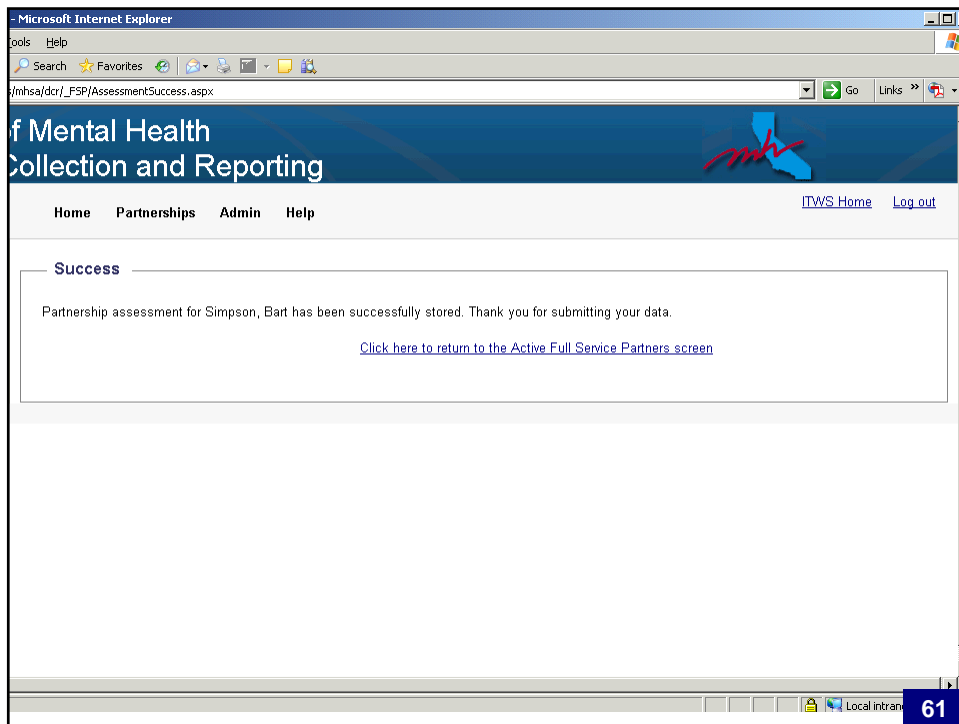
Microsoft Internet Explorer

There were some error(s) present with the submission. Please click ok to store the assessment with pending status (or) click cancel to fix the error(s) and submit again.

"OK" = PAF will be saved with a "Pending" status

"Cancel" = Will allow you to go back to the PAF and look at the Validation Report

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Department of Mental Health
MHSa Data Collection and Reporting

Home Partnerships Admin Help

Add New Partner (PAF)

System Manage Active Partners

Message Inactive Partners Manage Active Partners Page

Message	From	Date
Test System Message from MHSASSAUSER1	DMH	4/20/2007
Test System Message	DMH	4/17/2007

Pending Partnership Assessment Form(s) [View All](#)

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name
Doe, Jane	123456789		25	02/15/2005	MHSA User2

Entering a Key Event Tracking (KET) form:

- Go to the PARTNERSHIPS menu option
- Select “Manage Active Partners”

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Department of Mental Health
MHSa Data Collection and Reporting

Home Partnerships Transfers Admin Help

ACTIVE Full Service Partners

Click on a Partner's name to access their records.

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name	Status
Bunny, Bugs			83	04/08/2007	Mickey Mouse	Pending
Duck, Donald	034343434		30	05/15/2007	Peter Parker	Pending
Flintstone, Fred	021212121		39	06/04/2007	Daisy Duck	Pending
Kent, Clark			49	05/14/2007	Peter Parker	Pending
Martian, Marvin			45	07/02/2007	Mickey Mouse	Pending
Mouse, Mickey	123456789		62	04/03/2007	MHSA ADMIN	Pending
Simpson, Homer	727272727		41	10/24/2006	Daisy Duck	Pending
Simpson, Maggie	009090909		25	04/15/2007	Peter Parker	Pending
Simpson, Lisa			8	11/15/2006	Peter Parker	Pending
Smith, Suzie			42	07/02/2007	Daisy Duck	Pending

1 2 Next Page 1 of 2

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Data Collection and Reports - Microsoft Internet Explorer

Address: https://mhhitws.cahwnet.gov/tws/MHSA/DCR/_FSP/Partnerships.aspx

Mickey Mouse
County: DMH

Home Partnerships Transfers Admin Help

Search for: Last Name Go

Manage Active Partners

ACTIVE Full Service Partners

Clear Search

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name	Status
Bunny, Bugs			83	04/08/2007	Mickey Mouse	Pending
Duck, Donald	034343434		30	05/15/2007	Peter Parker	Pending
Flintstone, Fred	021212121		39	06/04/2007	Daisy Duck	Pending
Kent, Clark			49	05/14/2007	Peter Parker	Pending
Martian, Marvin			45	07/03/2007	Mickey Mouse	Pending
Mouse, Mickey	123456789		62	04/03/2007	MHSA ADMIN	Pending
Simpson, Homer			18	07/05/2007	Daisy Duck	Pending
Simpson, Maggie	727272727		41	10/24/2006	Daisy Duck	Pending
Smith, Suzie	009090909		25	04/15/2007	Peter Parker	Pending

There are two ways to enter a KET:

1. Click "View / Update Current KET Status"
2. Click "Enter New KET"

Outcomes Assessments for: Bugs Bunny

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
04/08/2007 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: N/A	Days Past Due: N/A
	KET HISTORY 06/04/2007 05/29/2007 05/08/2007	QUARTERLY HISTORY 07/09/2007	

Session time-out in 19 minutes 55 seconds.

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Data Collection and Reports - Microsoft Internet Explorer

Address: https://mhhitws.cahwnet.gov/tws/MHSA/DCR/_FSP/Partnerships.aspx

File(s): PSC-RW

Search for: Last Name Go

Manage Active Partners

ACTIVE Full Service Partners

Clear Search

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name	Status
Bunny, Bugs			83	04/08/2007	Mickey Mouse	Pending
Duck, Daffy			84	07/10/2007	Daisy Duck	Pending
Duck, Donald	034343434		30	05/15/2007	Peter Parker	Pending
Flintstone, Fred	021212121		39	06/04/2007	Daisy Duck	Pending
Kent, Clark			49	05/14/2007	Peter Parker	Pending
Martian, Marvin			45	07/03/2007	Mickey Mouse	Pending
Mouse, Mickey	123456789		62	04/03/2007	MHSA ADMIN	Pending
Simpson, Bart			18	07/05/2007	Daisy Duck	Pending
Simpson, Homer	727272727		41	10/24/2006	Daisy Duck	Pending
Simpson, Maggie	009090909		25	04/15/2007	Peter Parker	Pending

1 2 Next Page 1 of 2

Outcomes Assessments for: Bugs Bunny

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
04/08/2007 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: 07/09/2007	Days Past Due: 17
	KET HISTORY 06/04/2007 05/29/2007 05/08/2007	QUARTERLY HISTORY N/A	

Session time-out in 19 minutes 51 seconds.

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nd Reports - Microsoft Internet Explorer

nt of Mental Health
ata Collection and Reporting

Home Partnerships Admin Help ITWS Home Log out

Enter New Key Event Tracking

Select the Partner you want to enter the assessment for: Simpson, Bart

Enter Assessment Date (mm/dd/yyyy):

Get Form

Enter the Assessment Date & click on "Get Form"

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Enter information for what changed.

Exception: Recall, Educational and Employment Setting questions are "snapshots" and, if there are changes to these questions, you also need to indicate their current situation (which includes new and ongoing statuses).

Home Partnerships Admin Help ITWS Home Log out

FULL SERVICE PARTNERSHIP
Transition Age Youth Key Event Tracking Form
FOR AGES 16-25 YEARS

[Expand all Domains](#)

PARTNERSHIP INFORMATION

County	Stanislaus	*
CSI County Client Number (CCN)	<input type="text"/>	
County Partner ID (optional)	<input type="text"/>	
Partner's First Name	Bart	*
Partner's Last Name	Simpson	*
Date Completed (mm/dd/yyyy)	4/23/2007	*
Partner's Date of Birth (mm/dd/yyyy)	09/20/1988	*

[CHANGE IN ADMINISTRATIVE INFORMATION \(Skip this section if there are no changes\)](#)

[RESIDENTIAL INFORMATION - includes hospitalization and incarceration \(Skip this section if there are no changes\)](#)

[EDUCATION \(Skip this section if there are no changes\)](#)

[EMPLOYMENT \(Skip this section if there are no changes\)](#)

[LEGAL ISSUES / DESIGNATIONS \(Skip this section if there are no changes\)](#)

[EMERGENCY INTERVENTION \(Skip this section if there are no changes\)](#)

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nd Reports - Microsoft Internet Explorer

avorites Tools Help

Search Favorites

itws1t/itws/mhsa/dcr/_FSP/PAF.aspx

Go Links

☐ Community services / program interrupted – Partner will be placed in JUVENILE HALL / CAMP / RANCH.
☐ Community services / program interrupted – Partner will be placed in DIVISION of JUVENILE JUSTICE.
☐ Community services / program interrupted – Partner will be serving JAIL sentence.
☐ Community services / program interrupted – Partner will be serving PRISON sentence.
☐ Partner has successfully met his / her goals such that discontinuation of Full Service Partnership is appropriate.
☐ Partner is deceased.

PROGRAM INFORMATION

Program Name	Date of Program Change (mm/dd/yyyy)	Currently Involved?
AB2034	<input type="text"/>	<input type="radio"/> Now enrolled in the AB2034 Program <input type="radio"/> No longer participating in the AB2034 Program
Governor's Homeless Initiative (GHI)	<input type="text"/>	<input type="radio"/> Now enrolled in the GHI Program <input type="radio"/> No longer participating in the GHI Program
MHSA Housing Program	<input type="text"/>	<input type="radio"/> Now enrolled in the MHSA Housing Program <input type="radio"/> No longer participating in the MHSA Housing Program

[Save and Continue](#)

[RESIDENTIAL INFORMATION - includes hospitalization and incarceration \(Skip this section if there are no changes\)](#)
[EDUCATION \(Skip this section if there are no changes\)](#)
[EMPLOYMENT \(Skip this section if there are no changes\)](#)
[LEGAL ISSUES / DESIGNATIONS \(Skip this section if there are no changes\)](#)
[EMERGENCY INTERVENTION \(Skip this section if there are no changes\)](#)
[COUNTY USE QUESTIONS \(Skip this section if there are no changes\)](#)

Click on "Submit" when done.

[Expand all Domains](#)

69

nd Reports - Microsoft Internet Explorer

avorites Tools Help

Search Favorites

itws1t/itws/mhsa/dcr/_FSP/AssessmentSuccess.aspx

Go Links

Department of Mental Health
 Data Collection and Reporting

[Home](#) [Partnerships](#) [Admin](#) [Help](#)
[ITWS Home](#) [Log out](#)

Success

Key Event assessment for Simpson, Bart has been successfully stored. Thank you for submitting your data.

[Click here to return to the Active Full Service Partners screen](#)

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Data Collection and Reports - Microsoft Internet Explorer

Address: https://mhhitws.cahwnet.gov/tws/MHSA/DCR/_FSP/Partner

Mickey Mouse
County: DMH

Home Partnerships

Search for:
Last Name

Manage Active Partners

ACTIVE Full Service

Partner Name	Partner ID	Partner Address	Partner City	Partner State	Partner Zip	Partner Phone	Partner Email	Partner Status
Bunny, Bugs								Pending
Duck, Donald								Pending
Flintstone, Fred								Pending
Kent, Clark								Pending
Marian, Marvin								Pending
Mouse, Mickey	123456789							Pending
Simpson, Homer	727272727							Pending
Simpson, Maggie	009090909							Pending
Simpson, Lisa								Pending
Smith, Suzie								Pending

2 Next Page 1 of 2

Outcomes Assessments for: Bugs Bunny

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
04/08/2007 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: N/A	Days Past Due: N/A
	KET HISTORY 06/04/2007 05/29/2007 05/06/2007	QUARTERLY HISTORY 07/09/2007	

Session time-out in: 19 minutes 55 seconds.

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Example of KET Summary page:

Address: https://mhhitws1d/tws/MHSA/DCR/_FSP/PAF.aspx

Go Links >>

EDUCATIONAL SETTING INFORMATION

Date of Educational Setting Change (mm/dd/yyyy): 03/01/2007

If there are any educational setting changes, indicate ALL new and ongoing statuses including those previously reported.

Not in school of any kind
High School / Adult Education
Technical / Vocational School
Community College / 4 year College
Graduate School
Other

If stopping school, did the partner complete a class and/or program?
Does one of the partner's current recovery goals include any kind of education at this time?

EMPLOYMENT (Skip this section if there are no changes)

Date of Employment Change (mm/dd/yyyy): 03/01/2007

CURRENT EMPLOYMENT

If there are any changes to the partner's employment, indicate ALL new and ongoing statuses including those previously reported.

	AVERAGE HOURS per WEEK	AVERAGE HOURLY WAGE
Competitive Employment:		
Paid employment in the community in a position that is also open to individuals without a disability.	22	9.50
Supported Employment:		
Competitive Employment (see above) with ongoing on-site or off-site job-related support services provided.		
Transitional Employment / Enclave:		

Session time-out in: 12 minutes 34 seconds.

72

Data Collection and Reports - Microsoft Internet Explorer

Address: https://mhhtwsc.cahwinet.gov/itws/MHSA/DCR/_FSP/PAF.aspx

Department of Mental Health MHSA Data Collection and Reporting

Traci Fujita
County: DMH
Role(s): PSC-RW

Home Partnerships Admin Help

Search for: []
Last Name [] Go

FULL SERVICE PARTNERSHIP
Older Adult Key Event Summary
FOR AGES 60+ YEARS

PARTNERSHIP INFORMATION

County	DMH
CSI County Client Number (CCN)	
County Partner ID (optional)	
Partner's First Name	Bugs
Partner's Last Name	Bunny
Date Completed (mm/dd/yyyy)	04/08/2007
Partner's Date of Birth (mm/dd/yyyy)	01/30/1924

CHANGE IN ADMINISTRATIVE INFORMATION (Skip this section if there are no changes)

RESIDENTIAL INFORMATION - includes hospitalization and incarceration (Skip this section if there are no changes)

EDUCATION (Skip this section if there are no changes)

EMPLOYMENT (Skip this section if there are no changes)

LEGAL ISSUES / DESIGNATIONS (Skip this section if there are no changes)

EMERGENCY INTERVENTION (Skip this section if there are no changes)

COUNTY USE QUESTIONS (Skip this section if there are no changes)

Enter KET Cancel Print

Expand all Domains

Session time-out in 19 minutes 26 seconds.

73

After reviewing the latest information submitted, make any necessary updates by clicking on the "Enter new KET" button.

Example of KET form being completed for a partner:

Date of Educational Setting Change (mm/dd/yyyy): []

If there are any educational setting changes, indicate ALL new and ongoing statuses including those previously reported.

Not in school of any kind

High School / Adult Education

Technical / Vocational School

Community College / 4 year College

Graduate School

Other

If stopping school, did the partner complete a class and/or program? ☐ Yes ☐ No

Does one of the partner's current recovery goals include any kind of education at this time? ☐ Yes ☐ No

EMPLOYMENT (Skip this section if there are no changes)

Date of Employment Change (mm/dd/yyyy): **4/3/2007**

CURRENT EMPLOYMENT

If there are any changes to the partner's employment, indicate ALL new and ongoing statuses including those previously reported.

	per WEEK	WAGE
Competitive Employment:		
Paid employment in the community in a position that is also open to individuals without a disability.	40	\$12.00
Supported Employment:		
Competitive Employment (see above) with ongoing on-site or off-site job-related support services provided		\$

Session time-out in 18 minutes 35 seconds.

Local In 74

After reviewing the information, the only change is with the Partner's employment information. When the new information is entered, the date of this change will be reflected on the KET Summary.

Example of KET Summary page after KET form was completed for the partner:

Notice that the date for the Educational Setting stayed the same (3/1/2007) but the Employment section has the latest information that occurred on 4/3/2007.

03/01/2007

04/03/2007

EDUCATIONAL SETTING INFORMATION
Date of Educational Setting Change (mm/dd/yyyy):

setting changes, indicate ALL new and those previously reported.

on
ol
College

partner complete a class and/or program?
current recovery goals include any kind of

on if there are no changes)
(mm/dd/yyyy):

CURRENT EMPLOYMENT
If there are any changes to the partner's employment, indicate ALL new and ongoing statuses including those previously reported.

	AVERAGE HOURS per WEEK	AVERAGE HOURLY WAGE
Competitive Employment: Paid employment in the community in a position that is also open to individuals without a disability.	40	12.00
Supported Employment: Competitive Employment (see above) with ongoing on-site or off-site job-related support services provided.		
Transitional Employment / Enclave:		

Session time-out in: 19 minutes 32 seconds.

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ENTERING a QUATERLY ASSESSMENT (3M) FORM

DCR Home Screen:

30 Day Key Event Notification(s)

Partner Name	CSLCCN	County ESP ID	Age	Key Event Date
Doe, Jane	123456789		25	2/28/2007
Duck, Daffy			60	3/22/2007
Duck, Daisy	345678912		61	5/1/2006
Hope, Bob			18	2/13/2007
Lohan, Lindsay			19	1/9/2007

Quarterly Assessment(s) Due

Partner Name	CSLCCN	County ESP ID	Age	Due Date	Days Past Due	Coordinator Name
Duck, Daisy	345678912		61	5/1/2007	0	Dev Garg
Hope, Bob			18	4/8/2007	15	MHSA User2
Lohan, Lindsay			19	4/9/2007	14	MHSA User2
Rogers, Kenny			37	5/5/2007	0	MHSA User2
Spears, Britney			32	4/9/2007	14	MHSA User2

The Quarterly Assessment notification on the DCR Home page indicates who is due for a quarterly assessment. (Notification appears 15 days prior to the due date and 30 days after the due date.)

Click on a name to enter the information. OR . . .

Data Collection and Reports - Microsoft Internet Explorer

ACTIVE Full Service Partners

Partner Name	CSLCCN	County ES
Bunny, Bugs		
Duck, Daffy		
Duck, Donald	034343434	
Flintstone, Fred	021212121	
Kent, Clark		
Martian, Marvin		
Mouse, Mickey	123456789	
Simpson, Bart		18
Simpson, Homer	727272727	41
Simpson, Maggie	009090909	25

Outcomes Assessments for: Bugs Bunny

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS
04/08/2007 (pending) Validation Report	View / Update Current KET Status Enter New KET	<div>Currently Due: 07/08/2007</div> <div>Days Past Due: 17</div>
	KET HISTORY 06/04/2007 05/29/2007 05/06/2007	QUARTERLY HISTORY N/A

The Quarterly Notification also appears when you access a Partner's records from the Manage Active Partners screen.

Click on the link to enter the information. OR . . .


If the Quarterly Assessment was **COLLECTED** from the partner **WITHIN** the 45-day window (15 days prior to the due date or 30 days after the due date) but was not **ENTERED**, the link for the past-due assessment may be accessed in the Quarterly Assessment History section.

NOTE: The Quarterly Assessment data must be collected within the 45-day window, but the data can be entered beyond the 45-day window.

Flintstone, Fred	021212121	39	06/04/2007	Daisy Duck	Pending
Kent, Clark		49	05/14/2007	Peter Parker	Pending
Martian, Marvin		45	07/02/2007	Mickey Mouse	Pending
Mouse, Mickey	123456789	62	04/03/2007	MHSA ADMIN	Pending
Simpson, Homer	727272727	41	10/24/2006	Daisy Duck	Pending
Simpson, Maggie	009090909	25	04/15/2007	Peter Parker	Pending
Simpson, Lisa		8	11/15/2006	Peter Parker	Pending
Smith, Tom		51	09/05/2006	Peter Parker	Pending

Outcomes Assessments for: Tom Smith				
PAF 09/05/2006 (pending) Validation Report	KEY EVENT TRACKING		QUARTERLY ASSESSMENTS	
	View / Update Current KET Status Enter New KET		Currently Due: N/A	Days Past Due: N/A
	KET HISTORY N/A		QUARTERLY HISTORY 06/05/2007 (missing) 03/05/2007 (missing) 12/05/2006 (missing)	

Session time-out in: 19 minutes 54 seconds.

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Session time-out in: 19 minutes 54 seconds.

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Data Collection and Reports - Microsoft Internet Explorer

Address: https://mhhitwv.cahwinet.gov/twv/mhhsa/dcr/_fsp/PAF.aspx

Department of Mental Health MHSA Data Collection and Reporting

Home Partnerships Admin Help

Search for:

Last Name: Go

Add New Quarterly

Enter New Quarterly assessment

Select the Partner you want to enter the assessment for:

Date Completed (mm/dd/yyyy):

Enter the Assessment Date & click on "Get Form"

Session time-out in: 19 minutes 57 seconds.

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Department of Mental Health
A Data Collection and Reporting

Unlike a KET, ALL domains should be completed.

Stanislaus
RW

Home Partnerships Admin Help

FULL SERVICE PARTNERSHIP
Transition Age Youth Quarterly Assessment Form
FOR AGES 16-25 YEARS

[Expand all Domains](#)

PARTNERSHIP INFORMATION

County	Stanislaus	*
CSI County Client Number (CCN)	<input type="text"/>	
County Partner ID (optional)	<input type="text"/>	
Partner's First Name	Bob	*
Partner's Last Name	Hope	*
Date Completed (mm/dd/yyyy)	4/22/2007	*
Partner's Date of Birth (mm/dd/yyyy)	04/11/1989	*

EDUCATION
SOURCES OF FINANCIAL SUPPORT
LEGAL ISSUES / DESIGNATIONS
HEALTH STATUS
SUBSTANCE ABUSE
COUNTY USE QUESTIONS

Log-out in 19 minutes 30 seconds.

Local intranet 81

REVIEW: Entering Data into the DCR

- For a specific client, enter all PAF information first.
- Data entry for PAFs must be accessed via PARTNERSHIPS > ADD NEW PARTNER
- Data entry for KET / Quarterly Assessments may be accessed via PARTNERSHIPS > MANAGE ACTIVE PARTNERS

DISCONTINUATION / INTERRUPTION OF SERVICES

- Discontinuation / Interruption is tracked on a KET form (via the Manage Active Partners screen).

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Example: Discontinuation / Interruption in Partnership

On the MANAGE ACTIVE PARTERS screen, click on a Partner's name to access their records.

Select the link to enter new key event information.

ACTIVE Full Service Partners

Partner Name	CSI CCN
Bunny, Bugs	
Duck, Donald	034343434
Flintstone, Fred	021217121
Kent, Clark	
Marian, Marvin	
Mouse, Mickey	123456789
Simpson, Maggie	009090909
Simpson, Lisa	
Simpson, Homer	727272727
Simpson, Bart	

1 2 [Next](#) Page 1 of 2

Outcomes Assessments for: Bart Simpson

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS	
07/05/2007 (pending) Validation Report	View / Update Current KET Status Enter New KET	Currently Due: N/A	Days Past Due: N/A
	KET HISTORY 08/01/2007 07/17/2007	QUARTERLY HISTORY N/A	

Session time-out in: 19 minutes 49 seconds. [Internet](#) **84**

Example: Discontinuation / Interruption in Partnership

Department of Mental Health
Data Collection and Reporting

Home Partnerships Admin Help

Go to the "Change in Administrative Information" section.

FULL SERVICE PARTNERSHIP
Transition Age Youth Key Event Tracking Form
FOR AGES 16-25 YEARS

[Expand all Domains](#)

PARTNERSHIP INFORMATION

County	Stanislaus	*
CSI County Client Number (CCN)		
County Partner ID (optional)		
Partner's First Name	Bart	*
Partner's Last Name	Simpson	*
Date Completed (mm/dd/yyyy)	4/23/2007	*
Partner's Date of Birth (mm/dd/yyyy)	09/20/1988	*

CHANGE IN ADMINISTRATIVE INFORMATION (Skip this section if there are no changes)

RESIDENTIAL INFORMATION - includes hospitalization and incarceration (Skip this section if there are no changes)

EDUCATION (Skip this section if there are no changes)

EMPLOYMENT (Skip this section if there are no changes)

LEGAL ISSUES / DESIGNATIONS (Skip this section if there are no changes)

EMERGENCY INTERVENTION (Skip this section if there are no changes)

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Example: Discontinuation / Interruption in Partnership

CHANGE IN ADMINISTRATIVE INFORMATION (Skip this section if there are no changes)

[Clear Domain](#)

PARTNERSHIP STATUS

Date of Provider Number Change (mm/dd/yyyy):

NEW Provider Number:

Date of Full Service Partnership Program ID Change (mm/dd/yyyy):

NEW Full Service Partnership Program ID: Please Select One

Date of Partnership Service Coordinator ID Change (mm/dd/yyyy):

NEW Partnership Service Coordinator ID: Please Select One

Date of Partnership Status Change (mm/dd/yyyy): 04/23/2007

Indicate NEW partnership status:

☒ Discontinuation / Interruption of Full Service Partnership and / or community services / program (indicate reason below)

☐ Reestablishment of Full Service Partnership and / or community services / program

If there is a DISCONTINUATION / INTERRUPTION of Full Service Partnership and / or community services / program, indicate the reason (mark one):

☐ Target population criteria are not met.

☒ Partner decided to discontinue Full Service Partnership participation after partnership established.

☐ Partner moved to another county / service area.

☐ After repeated attempts to contact partner, s/he cannot be located.

☐ Community services / program interrupted – Partner's circumstances reflect a need for residential / institutional mental health services at this time

Modules for training

86

Example: Discontinuation / Interruption in Partnership

☐ Community services / program interrupted – Partner will be placed in JUVENILE HALL / CAMP / RANCH.
☐ Community services / program interrupted – Partner will be placed in DIVISION of JUVENILE JUSTICE.
☐ Community services / program interrupted – Partner will be serving JAIL sentence.
☐ Community services / program interrupted – Partner will be serving PRISON sentence.
☐ Partner has successfully met his / her goals such that discontinuation of Full Service Partnership is appropriate.
☐ Partner is deceased.

PROGRAM INFORMATION		
Program Name	Date of Program Change (mm/dd/yyyy)	Currently Involved?
AB2034	<input type="text"/>	<input type="radio"/> Now enrolled in the AB2034 Program <input type="radio"/> No longer participating in the AB2034 Program
Governor's Homeless Initiative (GHI)	<input type="text"/>	<input type="radio"/> Now enrolled in the GHI Program <input type="radio"/> No longer participating in the GHI Program
MHSA Housing Program	<input type="text"/>	<input type="radio"/> Now enrolled in the MHSA Housing Program <input type="radio"/> No longer participating in the MHSA Housing Program

[Save and Continue](#)

[RESIDENTIAL INFORMATION](#) - includes hospitalization and incarceration (Skip this section if there are no changes)
[EDUCATION](#) (Skip this section if there are no changes)
[EMPLOYMENT](#) (Skip this section if there are no changes)
[LEGAL ISSUES / DESIGNATIONS](#) (Skip this section if there are no changes)
[EMERGENCY INTERVENTION](#) (Skip this section if there are no changes)
[COUNTRY USE QUESTIONS](#) (Skip this section if there are no changes)

Submit

Cancel

**Click on "Submit"
when done.**

[Expand all Domains](#)

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REESTABLISHMENT OF SERVICES

- Reestablishment of Services is tracked on a KET form (via the Inactive Partners screen).

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Collection and Reports - Microsoft Internet Explorer

https://mhhitws11/itws/mhsa/dcr/_FSP/InactivePartners.aspx

Department of Mental Health SA Data Collection and Reporting

User2
Stanislaus
PSC-RW

Home Partnerships Admin Help

ITWS Home Log out

for
ime
Go

Partners

INACTIVE Full Service Partners

Clear Search

Partner Name	CSLCCN	County FSP ID	Partnership Date	Age	Date Inactive	Coordinator Name
Donald Duck	456789100		01/20/2007	43	04/19/2007	Dev Garg
Dynamite Napoleon	111111111		02/05/2007	11	04/16/2007	MHSA User2
Simpson, Bart			02/22/2007	18	04/23/2007	MHSA User2

on time-out in 19 minutes 55 seconds.

Local intranet 89

Example: Reactivate a Partnership (Partner returns to Partnership)

Department of Mental Health
SA Data Collection and Reporting

User2
Stanislaus
PSC-RW

Home Partnerships Admin Help

ITWS Home Log out

for
ime
Go

Partners

INACTIVE Full Service Partners

Clear Search

Partner Name	CSLCCN	County FSP ID	Partnership Date	Age	Date Inactive	Coordinator Name
Donald Duck	456789100		01/20/2007	43	04/19/2007	Dev Garg
Dynamite Napoleon	111111111		02/05/2007	11	04/16/2007	MHSA User2
Simpson, Bart			02/22/2007	18	04/23/2007	MHSA User2

Outcomes Assessments for: **Bart Simpson**

Date to Reactivate

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS
PAF HISTORY 02/22/2007	KET HISTORY 04/23/2007 04/23/2007	QUARTERLY HISTORY N/A

Click on a Partner to access their records.

on time-out in 19 minutes 56 seconds.

Local intranet 90

Example: Reactivate a Partnership

Department of Mental Health
MHA Data Collection and Reporting

Home Partnerships Admin Help

INACTIVE Full Service Partners

Partner Name	CSI CCN	County FSP ID	Partnership Date	Age	Date Inactive	Coordinator Name
Donald, Duck	456789100		01/20/2007	43	04/19/2007	Dev Garg
Dynamite, Napoleon	111111111		02/05/2007	11	04/16/2007	MHSA User2
Simpson, Bart			02/22/2007	18	04/23/2007	MHSA User2

Outcomes Assessments for: **Bart Simpson**

Date to Reactivate

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS
PAF HISTORY 02/22/2007	KET HISTORY 04/23/2007 04/23/2007	QUARTERLY HISTORY N/A

To REACTIVATE a Partner:
Enter the date the partnership was reestablished & click "Reactivate."

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Example: Reactivate a Partnership

Department of Mental Health
MHA Data Collection and Reporting

Home Partnerships Admin Help

INACTIVE Full Service Partners

Partner Name	CSI CCN	County FSP ID	Partnership Date	Age	Date Inactive	Coordinator Name
Donald, Duck	456789100		01/20/2007	43	04/19/2007	Dev Garg
Dynamite, Napoleon	111111111		02/05/2007	11	04/16/2007	MHSA User2

Bart Simpson was successfully reactivated! Please be sure to report ALL key event changes that occurred during the service interruption period.

NOTE: If the partner has been inactive for a **less than one year**, KET form(s) should be completed to report any changes that occurred in the partner's life while inactive.
If the partner has been inactive for **one year or longer**, a PAF form will automatically be generated by the system in order to update any changes that occurred in the partner's life while inactive.

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ADMIN MENU OPTIONS

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Admin Menu Options: Forms

Department of Mental Health
MHA Data Collection and Reporting

User2
Stanislaus
PSC-RW

Home Partnerships **Admin Help**
Forms - Printer Friendly

System Message: View/Share FSP Groups [Forms - Printer Friendly]

Message	From	Date
Test System Message from MHSASSAUSER1	DMH	4/20/2007
Test System Message	DMH	4/17/2007

Pending Partnership Assessment Form(s) [View All](#)

Partner Name	CSL CCN	County FSP ID	Age	Partnership Date	Coordinator Name
Doe, Jane	123456789		25	02/15/2005	MHSA User2
Duck, Daisy	345678912		61	05/01/2006	Dev Garg
Duck, Daffy	Missing		60	03/14/2007	MHSA User2
Hope, Bob	Missing		18	01/08/2007	MHSA User2
Lohan, Lindsay	Missing		19	01/09/2007	MHSA User2

1 2 3 [Next](#) Page 1 of 3

session time-out in 19 minutes 9 seconds.

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Admin Menu Options: Forms

TAY PAF
5/1/07

FULL SERVICE PARTNERSHIP

Transition Age Youth Partnership Assessment Form
FOR AGES 16-25 YEARS

PARTNERSHIP INFORMATION

County	<input type="text"/>	*
CSI County Client Number (CCN)	<input type="text"/>	
County Partner ID (optional)	<input type="text"/>	
Partner's First Name	<input type="text"/>	*
Partner's Last Name	<input type="text"/>	*
Partnership Date (mm/dd/yyyy)	<input type="text"/>	*
Partner's Date of Birth (mm/dd/yyyy)	<input type="text"/>	*

Who referred the partner? (mark one)

- ☐ Self
 ☐ Emergency Room
 ☐ Homeless Shelter
 ☐ Family Member (e.g., parent, guardian, sibling, aunt, uncle, grandparent)
 ☐ Mental Health Facility / Community Agency
 ☐ Street Outreach
 ☐ Significant Other (e.g., boyfriend, girlfriend)
 ☐ Juvenile Hall / Court / Ranch /

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Admin Menu Options: View / Share FSP Group (only for SFG Role)

Department of Mental Health
MHSA Data Collection and Reporting

Home Partnerships Transfers Admin Help

Forms - Printer Friendly
View/Share FSP Groups

System Messages

The system is ready for Demo.

Pending Partnership Assessment Form(s)

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Coordinator Name
Brady, Bobby			22	04/04/2006	Thong Pham
Brady, Jan			7	04/01/2006	Thong Pham
Brady, Greg			32	04/26/2007	Thong Pham
Brady, Cindy			17	04/26/2007	Vishvakraj Palanisamy
Bunny, Bugs			83	04/08/2007	Mickey Mouse

1 2 3 4 Next Page 1 of 4

30 Day Key Event Notification(s)

Partner Name	CSI CCN	County FSP ID	Age	Key Event Date	Reason	Total Days	Coordinator Name
--------------	---------	---------------	-----	----------------	--------	------------	------------------

View All

Session time-out in: 19 minutes 30 seconds.

Internet

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Groups - determined by your county's Approver Designee(s)

- All users who access the DCR Application must be assigned to a group
- All users assigned to a group can see the data of all other users within that group
- Users can only be assigned to one group
- A "<County> Master Group" has been automatically created for each county and any user in this group can view ALL data for the entire county

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Sharing FSPs

- Authorized users of the DCR Application with "Share FSP Group (SFG)" functionality may 'share' their FSPs with other groups (e.g., if the user is going to be absent temporarily)
- It is important to know that when an FSP is 'shared' with another group, all members in the shared group can see the FSP's information
- Sharing must be discontinued when it is no longer needed

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Admin Menu Options: View / Share FSP Group (only for SFG Role)

Department of Mental Health
MHSA Data Collection and Reporting

Traci Fujita
County: DMH

Home Partnerships Transfers Admin

Search for
Last Name Go

View/Share FSP Groups

Note: The Master group and the group the PSC belongs to cannot be edited or deleted.

	Partner Name	CSI CCN	County FSP ID	Partnership Date	Age	Coordinator Name	Assigned Group(s)
Select	Duck, Donald	034343434	No County FSP ID	05/15/2007	30	Peter Parker	Master "County" Group - Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.
Select	Kent, Clark	No CSI Number	No County FSP ID	05/14/2007	49	Peter Parker	Master "County" Group - Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.
					8	Peter Parker	Master "County" Group - Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.
Select	Simpson, Maggie	009090909	No County	04/15/2007	25	Peter Parker	Master "County" Group - Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.

Session time-out in 19 minutes 0 seconds.

Internet 99

The VIEW / SHARE FSP GROUPS table shows all groups that can see your group's FSP records.

The county's Master Group & the PSC's group will always be listed.

Admin Menu Options: View / Share FSP Group (only for SFG Role)

Department of Mental Health
MHSA Data Collection and Reporting

Traci Fujita
County: DMH

Home Partnerships Transfers Admin Help

ITWS Home Log out

Search for
Last Name Go

View/Share FSP Groups

Note: The Master group and the group the PSC belongs to cannot be edited or deleted.

	Partner Name	CSI CCN	County FSP ID	Partnership Date	Age	Coordinator Name	Assigned Group(s)
Select	Duck, Donald	034343434	No County FSP ID	05/15/2007	30	Peter Parker	Edit Delete Master "County" Group - Edit Delete Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.
							Add

Only those with a "Share FSP Group" (SFG) role can share groups.

Users can only share FSP records if they belong to the same group as the PSC who is assigned to the FSP.

Click on the "Select" link for the FSP you wish to share and click "Add."

100

Admin Menu Options: View / Share FSP Group (only for SFG Role)

Department of Mental Health
MHSA Data Collection and Reporting

Click on the drop-down arrow to select the group you want to share the FSP with. Click "Insert."

Traci Fujita
County: DMH

Home Partnerships Transfers Admin

Search for
Last Name Go

View/Share FSP Groups

View/Share FSP Groups

Note: The Master group and the group the PSC belongs to cannot be edited or deleted.

	Partner Name	CSLCCN	County FSP ID	Partnership Date	Age	Coordinator Name	Assigned Group(s)
Select	Duck, Donald	034343434	No County FSP ID	05/15/2007	30	Peter Parker	Edit Delete Master "County" Group - Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically. Insert Cancel <input type="text" value="Provider A Group"/>
Select	Kent, Clark	No CSI Number	No County FSP ID	05/14/2007	49	Peter Parker	Master "County" Group - Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.
Select	Simpson, Lisa	No CSI Number	No County FSP ID	11/15/2006	8	Peter Parker	Master "County" Group - Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.

101

Admin Menu Options: View / Share FSP Group (only for SFG Role)

Department of Mental Health
MHSA Data Collection and Reporting

You must delete the "share" when the group no longer needs access to the FSP.

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County: DMH

Home Partnerships Transfers Admin

Search for
Last Name Go

View/Share FSP Groups

View/Share FSP Groups

Note: The Master group and the group the PSC belongs to cannot be edited or deleted.

	Partner Name	CSLCCN	County FSP ID	Partnership Date	Age	Coordinator Name	Assigned Group(s)
Select	Duck, Donald	034343434	No County FSP ID	05/15/2007	30	Peter Parker	Edit Delete Master "County" Group - Edit Delete Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically. Edit Delete Provider A Group - This is the Provider A Group. All users assigned to the Provider A Group will be able to see the data entered for Provider A. Add
Select	Kent, Clark	No CSI Number	No County FSP ID	05/14/2007	49	Peter Parker	Master "County" Group - Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.
Select	Simpson, Lisa	No CSI Number	No County FSP ID	11/15/2006	8	Peter Parker	Master "County" Group - Test County Master Group - Any user assigned to the County Master Group will have access to all FSPs within that County. This Group is created by DCR system automatically.

Session time-out in: 19 minutes 54 seconds.


Internet

102



CA-RW ROLE: ADDITIONAL FUNCTIONALITY

103



POSTING SYSTEM MESSAGES (only for CA-RW)

104

Admin Menu Options: System Messages (only for CA-RW)

Department of Mental Health
MHSA Data Collection and Reporting

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County: DMH

Home Partnerships Transfers Admin Help

ITWS Home Log out

Search for

Last Name Go

DCR Home

System Messages

Message	From	Date
New Release of DCR - here are the changes	DMH	9/12/2007
The system is ready for Demo.	DMH	9/11/2006

Recall:

Allows DMH to post messages to ALL DCR Users.
Users with a County Administrator (RW) role are able to post messages to ALL county users.

Note: If there is a critical message, it is recommended that the county use alternative methods to inform staff since staff must be logged into the DCR in order to read the messages.

105

Admin Menu Options: System Messages (only for CA-RW)

Department of Mental Health
MHSA Data Collection and Reporting

Traci Fujita
County: DMH

Home Partnerships Transfers Admin Help

ITWS Home Log out

Search for

Last Name Go

System Messages

Forms - Printer Friendly
View/Share FSP Groups

System Messages

Message	Start Date	End Date
New Release of DCR - here are the changes	9/12/2007	9/13/2007
The system is ready for Demo.	9/11/2006	9/22/2007

[Select](#) [New...](#)

Under Admin > System Messages:

Those who have the role of "County Administrator – Read/Write" (CA-RW) have the ability to post messages to ALL county users.

106

DELETING PARTNER RECORDS

(only for CA-RW)

NOTE: Only those with the CA-RW role can delete PAF records at this time. When the PAF form is deleted for a partner, ANY associated KET and Quarterly Assessment forms for that partner, will also be deleted.

107

Deleting Partner Records (only for CA-RW)

Training Only

Deleting a PAF:

1. Access the PAF for the partner you wish to delete.
2. Scroll to the bottom of the PAF form
3. Click on "DELETE."

Address: https://mhhtws1d/tws/MHSA/DCR/_FSP/PAF.aspx

SUBSTANCE ABUSE

In the opinion of the partnership ser
mental illness and substance use p
In the opinion of the partnership ser
co-occurring mental illness and sub
Is the partner CURRENTLY receiving

COUNTY USE QUESTIONS

COUNTY USE QUESTIONS	VALUES
To be tracked on the KEY EVENT TRACKING form:	
County Use Field # 1	<input type="text"/>
County Use Field # 2	<input type="text"/>
County Use Field # 3	<input type="text"/>
To be tracked on the QUARTERLY ASSESSMENT form:	
County Use Field # 1	<input type="text"/>
County Use Field # 2	<input type="text"/>
County Use Field # 3	<input type="text"/>

Save and Continue
Collapse all Dom

Submit Cancel Print Delete

Session time-out in: 6 minutes 42 seconds.

108

Deleting Partner Records (only for CA-RW)

Training Only

Deleting a PAF (cont.):

4. Indicate the reason why the form needs to be deleted (e.g., wrong date of birth was entered).

5. Click on “CONFIRM DELETE.”

session time-out in 19 minutes 38 seconds. 109

Deleting Partner Records (only for CA-RW)

Deleting a PAF (cont.):

6. Click “OK”

110

Deleting Partner Records (only for CA-RW)

Address: https://mhhtwbs1d/twbs/MHSA/DCR/_FSP/AssessmentSuccess.aspx

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County: Sacramento

Home Partnerships Transfers Reports Admin Help

Search for:
Last Name

Success
Partnership for Duck, Daisy has been successfully deleted.
[Click here to return to the Active Full Service Partners screen](#)

Confirmation Screen:
Indicates that Daisy Duck and any associated KETs and Quarterly Assessments have been deleted from the DCR.

Session time-out in 19 minutes 54 seconds. 111

Deleting Partner Records (only for CA-RW)

Department of Mental Health
MHSA Data Collection and Reporting

Fujita
County: Sacramento

Home Partnerships Transfers Reports Admin Help

Search for:
Name

Page Active Partners

ACTIVE Full Service Partners

PAF Status Filter:

CSI CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
		18	3/3/2008	Lisa Simpson	Pending
		46	2/21/2008	Sac County	Pending
		83	12/10/2007	Lisa Simpson	Pending

If you accidentally delete a Partner, you can recall the record and UN-delete the record:

1. Go to the Manage Active Partners
2. Using the PAF Status Filter, select "Deleted."

Session time-out in 19 minutes 49 seconds. Local Intra

Deleting Partner Records (only for CA-RW)

3. Locate and click on the partner you wish to "UN-delete."

https://mhhitws1d/tws/MHSA/SA Data Collection

Home Partnerships Transfers Reports Admin Help

ACTIVE Full Service Partners

PAF Status Filter: Deleted

Partner Name	CSI CCN	County FSP ID	Age	Partnership Date	Assigned PSC	PAF Status
Duck, Daisy			42	12/10/2007	Lisa Simpson	Deleted
Tau2_Tay1		a10001	21	11/12/2007	Traci Fujita	Deleted

Outcomes Assessments for: Daisy Duck

PAF	KEY EVENT TRACKING	QUARTERLY ASSESSMENTS
12/10/2007 (deleted)	View Current KET Status	Currently Due: Days Past Due:
	KET HISTORY 2/12/2008 (deleted) 2/5/2008 (deleted) 2/4/2008 (deleted)	QUARTERLY HISTORY 3/4/2008 (deleted)

Deleted Reason:
Wrong Date of Birth

Deleted By: Traci Fujita Deleted On: 03/26/2008 1:53:59 PM

[Update Reason](#) [Cancel Update](#)

Session time-out in 19 minutes 51 seconds.

Deleting Partner Records (only for CA-RW)

4. Access the PAF and scroll to the bottom of the form.

5. Click on "RESTORE."

https://mhhitws1d/tws/MHSA/SA Data Collection

Wh
gr

☐ Friend / Neighbor (i.e., unrelated other) ☐ Substance Abuse Treatment Facility / Agency ☐ Acute Psychiatric / State Hospital

☐ School ☐ Faith-based Organization ☐ Other

☐ Primary Care / Medical Office ☐ Other County / Community Agency

[ADMINISTRATIVE INFORMATION](#)
[RESIDENTIAL INFORMATION - includes hospitalization and incarceration](#)
[EDUCATION](#)
[EMPLOYMENT](#)
[SOURCES OF FINANCIAL SUPPORT](#)
[LEGAL ISSUES / DESIGNATIONS](#)
[EMERGENCY INTERVENTION](#)
[HEALTH STATUS](#)
[SUBSTANCE ABUSE](#)
[COUNTY USE QUESTIONS](#)

Delete Reason:
Wrong Date of Birth

Deleted By: Traci Fujita Deleted On: 03/26/2008 1:53:59 PM

[Submit](#) [Cancel](#) [Print](#) [Restore](#)

Expand all Domains

Session time-out in 19 minutes 53 seconds.

Deleting Partner Records (only for CA-RW)

6. Indicate the reason for restoring the record (e.g., deleted the wrong partner record).

7. Click on "CONFIRM RESTORE."

ADN
RES
EDUCATION
EMPLOYMENT
SOURCES OF FINANCIAL SUPPORT
LEGAL ISSUES / DESIGNATIONS
EMERGENCY INTERVENTION
HEALTH STATUS
SUBSTANCE ABUSE
COUNTY USE QUESTIONS

Delete Reason:
Wrong Date of Birth

Deleted By: Traci Fujita Deleted On: 03/26/2008 1:53:59 PM

Submit Cancel Print Restore

Restore Reason:

Confirm Restore Cancel Restore

session time-out in 19 minutes 49 seconds. Local in 115

CERTIFY COMPLETE PAFs (only for CA-RW)

The goal is to complete ALL PAF information so that the PAF status changes from "Pending" to "Complete."

Occasionally, it is known that some PAF information will NEVER be obtained. Those with the CA-RW role can change a PAF Status from "Pending" to "Certified Complete."

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“Certify COMPLETE” PAFs (only for CA-RW)

Department of Mental Health

1. Click on the “Pending” PAF Status for the partner that you would like to “certify complete.”

2. Enter in a reason for certifying the partner as complete (e.g., this is all the data that was able to be obtained).

3. Click on the “Certify Complete” button to complete the certification.

117

Certify “COMPLETE” PAFs (only for CA-RW)

Data Collection and Reports - Manage Active Partners - Microsoft Internet Explorer

Daisy Duck now has a PAF Status of ‘Complete*.’ The asterisk indicates that this PAF was manually set to complete using the ‘Certify Complete’ function.

Traci Fujita
County: Sacramento

Home Partnerships Transfers Reports Admin Help

Search for: []
Last Name [] Go

Manage Active Partners

ACTIVE Full Service Partners

PAF Status Filter: Pending & Complete

Partner Name	CSLCCN	County ESP ID	Age	Partnership Date	Assigned PSC	PAF Status
Duck, Daisy			42	12/10/2007	Lisa Simpson	Complete*
Flintstone, Fred			18	3/3/2008	Lisa Simpson	Pending
Mouse, Minnie			46	2/21/2008	Sac County	Pending
Simpson, Maggie			83	12/10/2007	Lisa Simpson	Pending

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Certify "COMPLETE" PAFs (only for CA-RW)

Address: https://mhhitws1d/tws/mhsa/dcr/_fsp/partnerships.aspx

Search for: Last Name

PAF Status Filter: Pending & Complete

Partner Name	CSL CCN	County ESP ID	Age	Partnership Date	Assigned PSC	PAF Status
<u>Duck, Daisy</u>			42	12/10/2007	Lisa Simpson	Complete*

Manage Active Partners

Certified Complete Reason:
This is all the data that was able to be obtained.

Certified By: Traci Fujita Certified On: 03/26/2008 4:49:03 PM

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Certify "COMPLETE" PAFs (only for CA-RW)

Address: https://mhhitws1d/tws/mhsa/dcr/_fsp/partnerships.aspx

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MHSa Data Collection and Reporting

Traci Fujita
County: Sacramento

Home Partnerships Transfers Reports Admin Help [TWIS Home](#) [Log](#)

Search for: Last Name

PAF Status Filter: Pending & Complete

Partner Name	CSL CCN	County ESP ID	Age	Partnership Date	Assigned PSC	PAF Status
<u>Duck, Daisy</u>			42	12/10/2007	Lisa Simpson	Complete*
<u>Flintstone, Fred</u>			18	3/3/2008	Lisa Simpson	Pending
<u>Mouse, Minnie</u>			46	2/21/2008	Sac County	Pending
<u>Simpson, Maggie</u>			83	12/10/2007	Lisa Simpson	Pending

Manage Active Partners

Decertify Reason:
This record was accidentally 'certified complete.'

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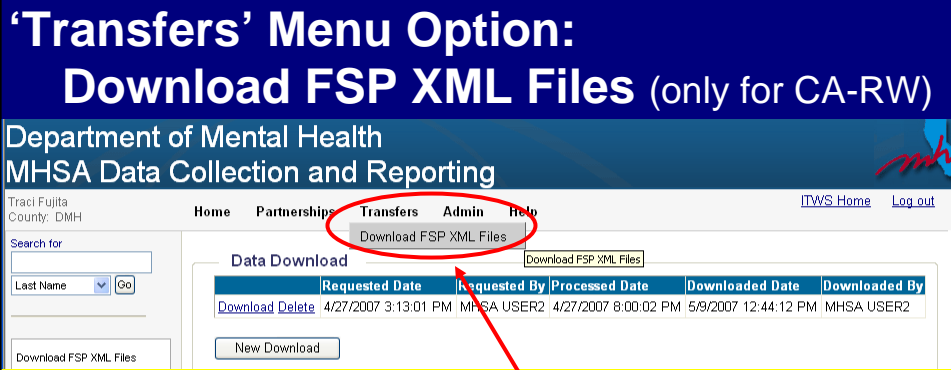
GETTING YOUR DATA BACK

(only for CA-RW)

121

'Transfers' Menu Option: Download FSP XML Files (only for CA-RW)

Department of Mental Health
MHSA Data Collection and Reporting



Traci Fujita
County: DMH

Home Partnerships **Transfers** Admin Help

Download FSP XML Files

Search for
Last Name Go

Download FSP XML Files

Data Download

	Requested Date	Requested By	Processed Date	Downloaded Date	Downloaded By
Download Delete	4/27/2007 3:13:01 PM	MHSA USER2	4/27/2007 8:00:02 PM	5/9/2007 12:44:12 PM	MHSA USER2

New Download

Those who have the role of
"County Administrator – Read/Write" (CA-RW) have the
ability to download data for their group.

Go to "TRANSFERS" > "Download FSP XML Files"

Data is provided in two formats:

- XML (extensible markup language) format
- CSV (comma-delimited flat text file) format

122

‘Transfers’ Menu Option: Download FSP XML Files (only for CA-RW)

Department of Mental Health
MHSA Data Collection and Reporting

Traci Fujita Sauer
County: DMH-POQI

Home Partnerships **Transfers** Reports Admin Help

Search for:
Last Name

New Download

Download FSP XML Files

To DOWNLOAD data:
1. Click “New Download”

123

‘Transfers’ Menu Option: Download FSP XML Files (only for CA-RW)

Department of Mental Health
MHSA Data Collection and Reporting

Home Partnerships Transfers Reports Admin Help

Download Format: * Required

[Download Instructions](#) [CSV Variable Reference](#)

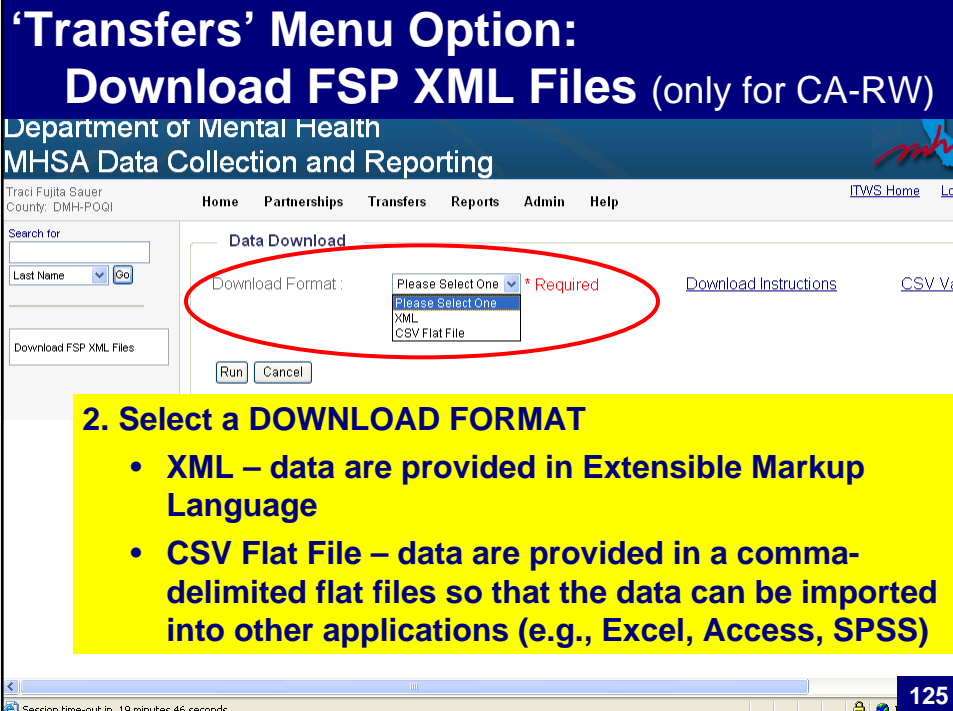
Download Instructions are available

CSV Variable Reference Guide is a reference for understanding the variables that are returned when choosing the download format “CSV Flat File.”

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‘Transfers’ Menu Option: Download FSP XML Files (only for CA-RW)

Department of Mental Health
MHSA Data Collection and Reporting



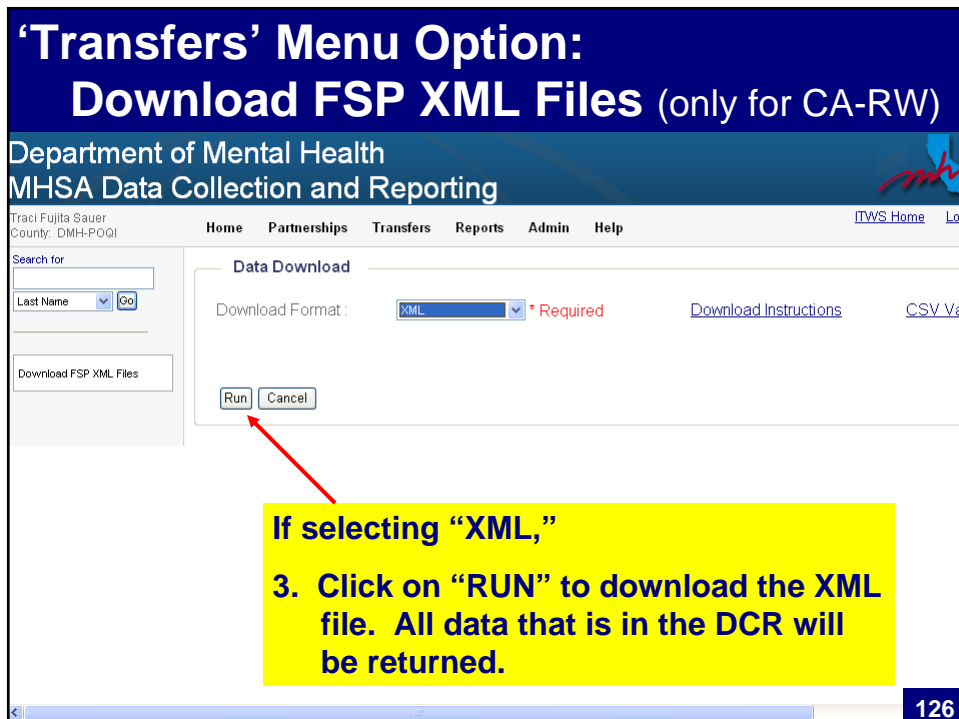
2. Select a DOWNLOAD FORMAT

- XML – data are provided in Extensible Markup Language
- CSV Flat File – data are provided in a comma-delimited flat files so that the data can be imported into other applications (e.g., Excel, Access, SPSS)

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‘Transfers’ Menu Option: Download FSP XML Files (only for CA-RW)

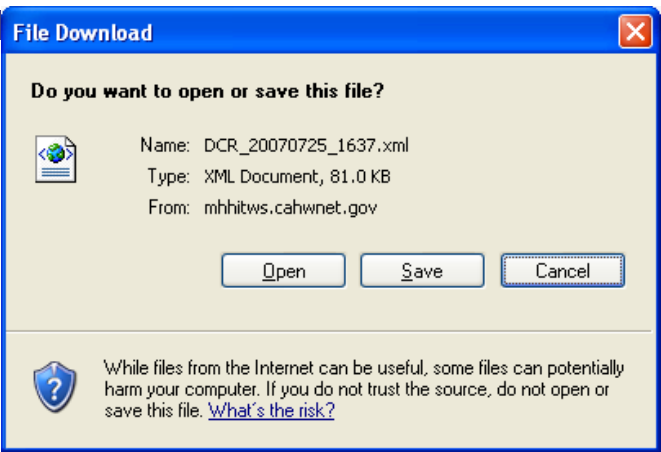
Department of Mental Health
MHSA Data Collection and Reporting



If selecting “XML,”

3. Click on “RUN” to download the XML file. All data that is in the DCR will be returned.

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File Download

Do you want to open or save this file?

Name: DCR_20070725_1637.xml
Type: XML Document, 81.0 KB
From: mhhitws.cahwnet.gov

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

To SAVE the XML file that you just created,

1. Click “Save”
2. Browse to a secure location on your computer where you want the XML to be saved and save the file. (Remember this file contains PHI!)

127

‘Transfers’ Menu Option: Download FSP XML Files (only for CA-RW)

ISA Data Collection and Reporting

Fujita Sauer
by: DMH+POGI

Home Partnerships Transfers Reports Admin Help

ITWS Home Log out

th for

Name Go

Download FSP XML Files

Data Download

Download Format : CSV Flat File * Required

Form Type: Please Select One * Required

Download Instructions CSV Variabl

Run Cancel

PAF (All domains EXCEPT Residential)
PAF (Residential information only)
Key Event Tracking (KET)
Quarterly Assessment (3M)

If selecting “CSV Flat File,” you must also select a form type:

1. PAF (All domains EXCEPT Residential) – returns Partnership Assessment Form data on all domains exception the Residential Information section.
2. PAF (Residential information only) – returns Partnership Assessment Form data for the Residential Information section only.
3. Key Event Tracking (KET) – returns key event tracking information.
4. Quarterly Assessment (3M) – returns quarterly assessment information.

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'Transfers' Menu Option: Download FSP XML Files (only for CA-RW)

Department of Mental Health
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by: DMH-POGI

Home Partnerships Transfers Reports Admin Help

ITWS Home Log out

th for

Name Go

Download FSP XML Files

Data Download

Download Format : * Required [Download Instructions](#) [CSV Variabl](#)

Form Type: * Required

OPTIONAL

Date Range: Through:

(Leave blank to get all PAF forms submitted)

Run Cancel

To download ALL data, click on "RUN."

To download data based on a specific date range,
use the OPTIONAL "Date Range" boxes. (NOTE:
This feature is not available for the "KET" form
type download.)

Session time-out in: 19 minutes

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'Transfers' Menu Option: Download FSP XML Files (only for CA-RW)

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Home Partnerships Transfers Reports Admin Help

ITWS Home Log out

th for

Name Go

Download FSP XML Files

Data Download

Download Format : * Required [Download Instructions](#) [CSV Variabl](#)

Form Type: * Required

OPTIONAL

Date Range: Through:

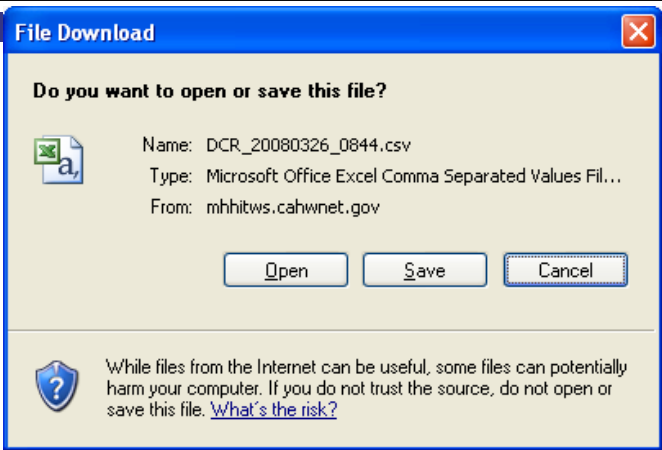
(Leave blank to get all PAF forms submitted)

Run Cancel

Click on "Run" to download the CSV File.


Session time-out in: 12 minutes 15 seconds.


130



File Download

Do you want to open or save this file?

 Name: DCR_20080326_0844.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: mhhitws.cahwnet.gov

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

To SAVE the CSV file that you just created,

1. Click “Save”
2. Browse to a secure location on your computer where you want the CSV to be saved and save the file.
(Remember this file contains PHI!)

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TECHNICAL INFORMATION

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MHSA - Technical Information - Microsoft Internet Explorer

Address: https://mhitws.cahwnet.gov/systems/MHSA/Docs/private/mhsa_xsd.asp

Department of Mental Health | Department of Mental Health | Home | Systems | MHSA Information | Functions | Utilities | Support | Logout

MHSA - Technical Information

Title	Last Updated
System Requirements	
Original DCR Software Requirements Specification (SRS)	04/03/06
Online DCR Requirements List	04/09/07
Design and Technical Documents	
Internet Browser Environment and Configuration	07/10/07
DCR Data Model Options Analysis	01/26/06
MHSA DCR Data Model	02/08/06
XML Information	
DCR Batch Submittal XSD ver. 5.1 self-extracting	06/07/07
Processing Results Error Messages	07/24/07
DCR Download and Reporting Template and Instructions	07/27/07
Release Information	
DCR Release Notes	08/01/07

1. Log into ITWS using your Username and Password
2. Go to "SYSTEM" > "MHSA SYSTEM"
3. From the "MHSA INFORMATION" menu, select "Technical Information"
 - DCR Release Notes (documents changes to DCR from one release to the next)
 - DCR System Requirements – when available
 - Etc.

Done Internet 133

DCR System Requirements

The DCR development team has identified the following requirements and settings to insure a positive experience when using the DCR system:

- Use Windows XP
- Use Internet Explorer 6.0 or above (other browsers are not supported)
- Set <https://mhitws.cahwnet.gov/> as a trusted site with settings set to medium
- Allow cookies from <https://mhitws.cahwnet.gov/>
- Allow pop-ups from <https://mhitws.cahwnet.gov/> (many messages in the DCR are presented in pop-ups)

Access to DCR

After today's training, your county should have already participated in the following training sessions:

- ✓ Full Service Partnership (FSP) Outcomes Assessment Training
- ✓ FSP Program ID Code Assignment
- ✓ Approver Designee Training
- ✓ Approver Designee Group Structure Development conference call
- ✓ DCR Direct On-Line Key-Entry Training

Once participation has been confirmed, counties should be able to access the DCR within the next two days.

When counties access the DCR, this access is LIVE!

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CONTACTS

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What should I do if I have a question or a problem when using the DCR Application?

Your county's Approver Designee(s) should be notified if users have any questions or problems with the DCR. (The problem could be due to an access issue – which is controlled by the Approver Designee(s).)

Each county is responsible for developing a process for communicating county user questions or problems regarding the DCR to Approver Designee(s) or other appropriate staff.

If unsure who your county's Approver Designees are, contact the **DMH ITWS Help Desk at (916) 654-3117**.

NOTE: When communicating with the POQI Unit regarding specific MHSA Full Service Partners, please contact a POQI staff member directly. DO NOT email personal information such as client ID numbers, names, initials, etc. because this is considered Personal Health Information that cannot be communicated electronically. Sending clients' personal health information electronically is in violation of HIPAA.

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DMH Performance Outcomes & Quality Improvement Contacts

POQI Support: POQI.Support@dmh.ca.gov

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Alice Chen, Research Analyst

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For ITWS Enrollment/Access Issues,
contact the DMH ITWS System HelpDesk:

Phone: (916) 654-3117

Fax: (916) 654-3007

Email: itws@dmh.ca.gov

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